



SOCIETY OF  
ANTIQUARIES  
OF LONDON



KELMSCOTT  
MANOR

SOCIETY OF ANTIQUARIES OF LONDON

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Grounds and General Maintenance Operative</b>
<b>HOURS:</b>	27 hours (3 days) per week -Summer Season (Apr-Oct) including every Tuesday and alternate Saturdays. 18 hours (3 days) per week- Winter Season (Nov-Mar). (approx. 1,206 hours over the year, giving a Full Time Equivalent of 66%).
<b>RESPONSIBLE TO:</b>	Property Manager
<b>KEY RELATIONSHIPS:</b>	Gardener, Curator, Visitor Experience Manager, Catering Manager, Retail Manager, Housekeeper.
<b>SALARY</b>	<b>£10,986.66</b>

### **OVERALL PURPOSE OF THE JOB**

This is a job-sharing role with one other covering the task of grounds and general maintenance.

To work with the Kelmscott Manor gardener maintaining the grounds and to undertake routine interior and exterior maintenance of buildings on the estate.

To carry out duties which help the site to operate safely and efficiently on public open days during the open season.

Reporting directly to the Property Manager, this is a part-time post, requiring a flexible input, with a weighting of hours towards the Manor's open season (April to October).

### **MAIN DUTIES AND RESPONSIBILITIES**

- **Open Season – April to October**  
Helping the site to operate safely on public open days in the open season, including but not exclusively:
  - Maintenance (mainly grass cutting) of the car park field North of the village.
  - Maintenance, cutting and weed control of all lawn and grass areas (including the meadow) within the manor curtilage and along outside verges (including use of a standard rotary mower, a tractor mower & strimmer).
  - Preparing the site, opening the car park and approach lanes with no-waiting cones on public open days (and removal of same at the end of the day).
  - Start of day and end of day unlocking and locking of barn areas and gates on site.
  - Cleaning the public toilet areas, emptying bins and replenishing supplies (towels, soaps, etc.)
  - Emptying kitchen waste and recycling bins and other public bins at the end of the day.



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- Preparing barns and other areas on site for introductory talks or other events as required.
- **Closed Season – November to March**  
Care and maintenance of the grounds and buildings (interior/exterior), including but not exclusively:
  - Basic tree care and maintenance.
  - Maintenance of fences, gates, the pergola and external doors.
  - Maintenance of garden machinery and equipment.
  - Maintenance and cleanliness of all paths and walkways.
  - Painting and protecting exterior surfaces, as required.
  - Oiling the bearings on the barn doors
  - Clearing gutters in roof areas.
  - Cleaning out the dovecot upper area.
  - High cleaning of the house attic roof, roof spaces in the shop, restaurant and other barns and high light fittings.
- **General duties throughout the year, to include:**
  - Testing the fire alarm systems on a weekly basis.
  - Testing the emergency lighting system on a monthly basis.
  - Maintaining and arranging for equipment to be regularly serviced in consultation with the Property Manager.
  - Working with the gardener, as appropriate, maintaining the yew hedge next to the privy, pruning, maintenance of the compost heap and disposal of garden rubbish.
  - Clearing and maintenance of the drainage waterway or 'cut', which runs through the grounds.
  - Assisting with deliveries to the shop, restaurant, house, etc., as required.
  - Assisting with preparations and clearing for the annual pre-season volunteers' meeting (currently held on a Saturday in March).
  - Maintaining the general cleaning cupboard, workshops, stock and equipment in an orderly manner.
  - Procuring fuel, timber, hardware, PPE and tools as required.
  - Interior & exterior decorating and routine maintenance (e.g., mending blinds, replacing light bulbs), as required.
  - Occasional small maintenance tasks which might be required in the estate cottages or in their gardens & parking areas.
  - Mowing the grass area known as Hunt's Paddock as required.
  - Being alert to signs of deterioration and/or potential safety risks in buildings, on site and in machinery/equipment and reporting these to the Property Manager.
  - Assisting in any emergency, as may be required, i.e., salvage team in case of flood or fire.
  - Contributing to Kelmscott Manor's green environmental efforts (through use of 'green' products and materials, efficient use of electricity and water, etc.).
  - Sharing a duty of care to staff colleagues, volunteers and all visitors to the manor site and car park.
  - Arranging and overseeing on-site PAT testing.
  - Driving and helping to maintain the electric shuttle buses as required.
  - Any other duties that the Property Manager may direct.



### PERSON SPECIFICATION

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Training, Experience and Qualifications</b>	
<ul style="list-style-type: none"> <li>Skills and experience in grounds maintenance or general maintenance or both.</li> </ul>	<ul style="list-style-type: none"> <li>Training / qualification in an aspect of grounds maintenance (e.g. chain-saw certificate) or an aspect of other maintenance (e.g. painting; carpentry)</li> </ul>
<b>Knowledge and Skills</b>	
<ul style="list-style-type: none"> <li>Commitment to (and demonstration of) a high standard of work.</li> <li>Driver, with a full clean driving license.</li> </ul>	
<b>Interpersonal Skills</b>	
<ul style="list-style-type: none"> <li>A tidy and orderly approach to work, a willingness to turn one's attention to the various tasks within the job.</li> <li>An ability to manage and prioritise own workload.</li> <li>An enjoyment of working outdoors.</li> <li>An enjoyment of working with a wide variety of people, including the public.</li> <li>Ability to contribute as a member of the team.</li> <li>Maintains and expects high standards of honesty and integrity.</li> </ul>	
<b>Circumstances to consider</b>	
<ul style="list-style-type: none"> <li>To be prepared to be flexible in working hour patterns and adapt to the open and closed season demands of the job.</li> <li>A commitment to Kelmscott Manors environmental/ 'green' action plan.</li> <li>Willingness to have training (internal / external), as may be identified, including First Aid qualification and chainsaw training.</li> </ul>	
<b>Physical/ Health Requirements</b>	
<ul style="list-style-type: none"> <li>Work entails lifting of heavy/ bulky objects within published health and safety guidelines on manual handling.</li> </ul>	