

JOB TITLE:	Groundsman
SALARY:	£14.68 per hour
LOCATION:	Inverness Leisure
HOMEWORKING:	This post is not suitable for home working
RESPONSIBLE TO:	Estates Manager
JOB PURPOSE:	To undertake the planned and day to day general maintenance for the facility including setup and running of events and to have responsibilities for health and safety, standards, first impressions and service delivery relating to Inverness Leisure

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- Actively promote a positive and collaborative workplace culture that supports the Charity's purpose of Making Life Better and i-care values to increase morale, productivity and performance.
- Deliver the highest possible standard of customer service and create an excellent first impression for anyone using the facility.
- Ensure the facility runs in accordance with the N.O.P and E.A.P
- Ensure you understand and put into practice the company's Health and Safety policy.
- Carry out planned preventative maintenance as per the facilities maintenance plan.
- Setup and run all events within the athletics stadium.
- Undertake routine preparation and maintenance work on a range of sports facilities and surfaces, undertake all preparatory and cultivation work to maintain safe quality playing, working and parking surfaces.
- Ensure all work spaces are kept clean and tidy at all times.
- Ensure that any sub contractor that comes on site are sufficiently managed and follow the correct site procedures.
- Attend regular training and meetings as and when required.
- Assist the Estates Officer in the further development of the department.
- Ensure all equipment is maintained in good working order and operative safely at all times
- Pursue continuous professional development and contribute to the continuous improvement of Inverness Leisure and High Life Highland as a whole.
- Attend and undertake any training online or in person.
- Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.

- Assist and support other areas of High Life Highland with particular projects, training or in the event of holidays or sickness working cross-functionally across the Inverness Leisure team.
- Undertake all tasks in accordance with High Life Highland policies and procedures, including General Data Protection Regulations, health and safety procedures, relevant checks, reporting any concerns to management to ensure corrective action is taken.
- Maintain an awareness and knowledge of the risk management responsibilities appropriate to their role, as identified within the HLH Risk Policy and associated guidance documentation.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

Date: May 2026

High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.

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ESSENTIAL ATTRIBUTES:

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:-

EXPERIENCE

- Basic maintenance and DIY knowledge
- Experience in groundsmanship in relation to sports facilities and surfaces.
- Must have over 3 year's operational experience in grounds maintenance.

EDUCATION AND QUALIFICATIONS

- Full EU driving licence together with business insurance at the cost of the employee.
- A minimum of grade 1 athletics field official (SAS) (or achieve same within 12 months of appointment)
- PA1 & PAW6 safe use of pesticides (or achieve same within 12 months of appointment)

SKILLS/ATTRIBUTES GENERAL

- Self-motivated individual who will work well under own initiative.
- Has high standards of performance
- Punctual
- The ability to achieve targets
- Confident
- Excellent time management

SKILLS/ABILITIES SPECIFIC TO THE POST

- Should have acute attention to detail
- Be able to prioritise tasks

INTERPERSONAL AND SOCIAL SKILLS

- Excellent Communicator with good written and oral skills
- The ability to work well within a team
- Flexible and adaptable

- **SKILLS/ABILITIES SPECIFIC TO THE POST**

- Strong understanding of Health and Safety in the workplace.
- Good problem solver
- Can work well under pressure