



**MAKING
LIFE
BETTER**

JOB DESCRIPTION And PERSON SPECIFICATION

JOB TITLE:	Grounds & Maintenance Worker
SALARY:	£25,698 - £26,408 per annum
LOCATION:	Highland Folk Museum
HEMWORKING:	This post is not suitable for homeworking
RESPONSIBLE TO:	Assistant Operations Manager
JOB PURPOSE:	To provide a high standard of grounds maintenance and to ensure the museum environment is cared for and that the site is kept clean, tidy and safe.

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.
- Maintain grounds and provide pesticide services at HFM
- Assist the technician on project/maintenance work
- Carry out risk assessments relevant to post. Ensure safe working practices at all times and report hazards, incidents, or defects promptly.
- Grass cutting to an agreed standard
- Ensure a weed free environment including ragwort monitoring
- Ensure the museum environment is cared for, kept clean , tidy and safe
- Comply with all company Health & Safety policies, Normal Operating Procedures (NOP), and Emergency Action Plans (EAP).
- Contribute to high standards of presentation and customer experience across the site.
- Pursue continuous professional development and contribute to the continuous improvement of the team 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 team.
- 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 April 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:-

1. EXPERIENCE

- Previous experience of grounds maintenance is essential
- Ability to maintain grass cutting machinery desirable

2. EDUCATION AND QUALIFICATIONS

- Good general level of education

3. SKILLS/ATTRIBUTES GENERAL

- Able to work as part of a team
- Ability to be a key holder
- Current Driving License

4. SKILLS/ABILITIES SPECIFIC TO THE POST

- Ability to work unsupervised in relevant work areas
- Willingness to learn new skills
- Ability to work in a manner that ensures the safety of yourself and others
- Attention to detail

5. INTERPERSONAL AND SOCIAL SKILLS

- Good communication skills
- Flexibility
- Good sense of customer care in dealing with the public
- Pleasant manner