



## JOB DESCRIPTION

<b>JOB TITLE</b>	Grounds Person
<b>DEPARTMENT</b>	Estates Department
<b>SECTION</b>	Whole School
<b>LINE MANAGER</b>	Grounds Manager

### **SAFEGUARDING**

*Forest School is committed to safeguarding and promoting the welfare of children.*

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

**NB** The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

### **JOB SUMMARY:**

The role of the Grounds Person is a full-time permanent position where you will support the maintenance and development of amenities and playing surfaces, ensuring safe consistent playing surfaces are available for use as necessary.

The Grounds Person will work under the general direction of the Grounds Manager and will assist in maintaining the day to day running and use of the school sports grounds.

### **KEY RESPONSIBILITIES:**

- Ensure Health and Safety standards of work are achieved and maintained.
- Ensuring the safe use and operation of equipment and machinery used in gardens and grounds maintenance to maintain football, rugby, cricket, hockey, tennis pitches, athletics areas as well as all artificial surfaces.
- To be proficient in the use, application and maintenance of grounds care equipment and operations including pedestrian and ride on equipment, tractor mounted implements and other associated tasks i.e. playing surface aeration, line marking, fertilising, brushing, top dressing,

seeding, weeding, watering and general maintenance, renovation and repair of all grass, planted, landscaped and synthetic areas.

- Informing the Grounds Manager and Estates Manager, where appropriate, of mechanical defects, breakdown of equipment or perimeter security concerns.
- Undertaking general maintenance of equipment, as directed.
- Creating, marking out and setting up of playing surfaces in readiness for lessons and matches.
- Execute Duties as instructed in the correct manner and complete the assigned workload to the required standard.
- Assisting with the maintenance of trees, hedges and paths, including leaf collection and spraying, working at heights and manual handling.
- Attending Industry courses other training and events as required i.e., Child Protection, Manual Handling, First Aid, IOG Saltex.
- Observing and complying with the Health & Safety policy and code of practice for Grounds staff. Liaising with Grounds Manager and Health & Safety and Compliance Director, where appropriate.
- All staff are expected to check their work email regularly.
- Ensure all equipment is correctly maintained.
- Ensure the security of the outbuildings/pavilion/garages where equipment is stored, remembering to unlock and lock at the appropriate times.
- Premises are made secure at the start, during and end of each day.
- Manage and check facilities, plants, and equipment to ensure safe working practices and health and safety legislation compliance.
- Provide effective materials and machinery management to ensure all equipment is correctly stored, maintained and serviced.
- Support the efficient use of resources. Make recommendations for improving the best use of resources and playing surfaces.
- In conjunction with all staff of the school, support, promote and act within the School's Safeguarding Policy.
- Keep pathways clear of snow and treat with rock salt as and when required.
- Any additional duties, as directed by the Grounds Manager, Warden or Estates Manager, which are within the reasonable capability and responsibility of the Grounds Person.

## **GENERIC DUTIES AND RESPONSIBILITIES**

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

### **Pastoral Responsibilities**

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

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- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

### **Safeguarding**

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

### **Health and Safety**

- Be familiar with and implement all School Policies and Procedures.

### **Other Professional Duties**

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Absence Managers as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

## **FOREST SCHOOL'S POLICY AND PROCEDURE**

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

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If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

## TERMS OF EMPLOYMENT

Category	Details
<b>Contract Type</b>	Full-time, permanent
<b>Working Hours</b>	<p><b>Term time hours:</b> 08:00 - 17:00, Monday – Friday with very occasional weekend shifts required as requested by the Line Manager.</p> <p><b>School holidays:</b> 08:00 – 15:00</p>
<b>Holiday Entitlement</b>	30 days.
<b>Additional Details</b>	<p>In addition, and as part of you contracted hours, you will be required to attend Open Day, Information and Welcome Mornings, Entrance Examinations and Commemoration Day (all Saturdays) as well as some evening events. School Office staff will also be required to be in attendance on the day before, and the day of, the A level and GCSE results as well as the last week of the summer holidays. Please note that time off in lieu and additional payment will not be made for these days.</p> <ul style="list-style-type: none"> <li>• Requirements to work occasional weekends and evenings for school events.</li> <li>• The post holder will be expected to attend Open Morning and all staff InSET and Admissions days.</li> <li>• Support staff are enrolled into a defined contribution scheme.</li> <li>• Staff are required to make a minimum contribution into the scheme, amounting to 5%. The school will make a graduated employer contribution,</li> <li>• based on length of service.</li> <li>• Free lunches during term time and when working during the school holidays. Refreshments available in the Common Room throughout the day.</li> <li>• Discounted membership of the Sylvestrian Leisure Centre.</li> <li>• Assistance obtaining a parking permit.</li> <li>• Employer death in service benefit</li> <li>• Support with extensive CPD opportunities</li> </ul>

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