

Groundsperson

Job purpose including main duties and responsibilities

Main objectives of the post

The core purpose of the role will be to support the Head of Estates and Assistant Head of Estates in the ground's maintenance across the Trust, ensuring that each school site is maintained to an excellent standard.

General Responsibilities

The job description does not form part of the contract of employment and may be varied in accordance with the demands of the role. The main duties and responsibilities are as follows:

1. Driving works vehicles as required to multiple sites.
2. To undertake grounds maintenance duties, e.g. grass cutting, hedge trimming, shrub pruning, weeding & clearance of leaves.
3. To undertake groundsperson duties e.g. overmarking of sports areas.
4. Upkeep and maintenance of artificial/synthetic playing areas.
5. To undertake horticultural operations, e.g. ground preparation, planting, turfing, seeding and pruning.
6. Possess an understanding of legislation relating to chemicals and dangerous substances (COSHH).
7. Storage and control of consumable materials and equipment.
8. Ensure the highest standards of work are achieved in an efficient and timely manner.
9. Provide effective materials and machinery management to ensure all equipment is correctly stored and maintained.
10. Ensure work areas and the maintenance shed is kept clean, tidy and secure at all times.
11. Maintain cleanliness and general tidiness of all external hard areas.
12. Keep entrances to the school, inside and outside, clean and clear of obstructions at all times.
13. Clear leaves, snow, ice, moss and detritus as appropriate.
14. Carry out minor works in order to improve the site as required by the Head of Estates.

15. In adverse weather conditions or on other occasions when directed by the Head of Estates, you will be required to cover and assist the general maintenance and caretaking team in other areas of the school.
16. Any other reasonable tasks required by the Head of Estates or Senior Groundsperson in association with the above role.

Trust Ethos

1. To support and promote the vision and values of the Trust.
2. Be aware of and support difference and ensure equal opportunities for all.
3. Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
4. Attending meetings and liaising, communicating and establishing constructive relationships with colleagues in Trust, parents/carers, multi agencies and other relevant bodies.
5. Participate in training and other learning activities and performance development as required.
6. Recognise own strengths and areas of expertise and use these to advise and support others.
7. Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
8. To be aware of requirements in respect of confidentiality, child protection procedures, health and safety, behaviour management, equal opportunities, special educational needs and other policies of the governing body and/or Trust.
9. Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.

Person Specification:

Qualifications & Education	E/D
City and Guilds or NVQ Level 1 or 2 in Horticulture	D
NPTC Certificate PA1 or PA6	D
Lantra or equivalent certificate for operating mowers	D

Experience, Knowledge and Skills	E/D
Previous experience of grounds maintenance	D
Experience working in a school or similar environment	D
Strong understanding of compliance, health and safety, environmental and fire safety regulations	D
Excellent communication skills and style, both verbally and in writing. Able to communicate effectively across all levels and to a varied range of stakeholders	D
Good understanding of customer service requirements and the ability to consistently deliver, via the team, to and beyond the customers expectation	D
Effective time management and prioritisation skills with the ability to work to deadlines	E
Knowledge of operating and maintaining machinery	D

Personal Attributes	E/D
Demonstrate a 'can do' attitude and a willingness to engage with wider school life	E
Flexibility	E
Commitment to excellence	E
Willingness to attending training and development as required	E

Special Requirements	E/D
Be able and willing to work outside normal hours in order to meet the demands of the role	E
Suitability to work with children	E
Clean driving license	E
Towing license	D
Enhanced DBS Check	E

KEY

E/D Essential or Desirable