

# St Helen's School

St Helen's School

**Assistant Grounds Maintenance Person  
– Job Description**



### Assistant Grounds Maintenance Person

#### The Purpose

The grounds staff are responsible for the maintenance and upkeep of the grounds, ensuring they are safe, fit for purpose and an attractive environment for teaching and learning. The grounds staff are to carry out all operations in accordance with current H&S standards, including national legislation and the School's own H&S Policy and Arrangements.

#### The Post

SALARY: £24,784.50 - £26,784.50, depending on qualifications and experience.

HOURS: 08:00-16:15 Monday to Thursday, 08.00-16.00 Friday, plus three Saturdays to support major School events. A flexible approach to hours will be necessary for emergencies, such as snow clearing.

The role will report to: Head of Grounds.

#### Main Responsibilities

To follow the programme of work set by the Head of Grounds, which includes:

- Removal of fallen leaves and debris from all hard surfaces and grassed areas
- Removal of debris from Aco drain channels and gully gratings
- Clean and maintain free of debris and moss external escape stairs
- Inspect and maintain outdoor furniture
- Routine emptying of bins and litter-picking across the site
- To assist with grit spreading and snow clearing
- Carry out gardening maintenance tasks including edging; weeding/hoeing and maintaining beds; hedge cutting and re-setting; dead heading; seasonal pruning of shrubs and the cutting of grass to include pedestrian mowing, ride on mowing and strimming
- To assist other members of the Grounds Team with the renewal of planting schemes
- Water, feed and maintain planted containers
- To assist the Maintenance and Facilities teams with preparation/clear-up for major School events
- Other tasks as requested by the Head of Grounds

#### The Person

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- Self-motivated, fit and capable of carrying out the tasks required
- A good team player who is flexible and responsive to the needs of the school
- A passion for horticulture
- High standards of delivery
- Full UK Driving licence
- A minimum of 3 years' practical experience
- Entry level qualification e.g. NPTC Level 1, City & Guilds Level 1 or equivalent
- An ability to work in all weathers

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- A commitment to further professional and H&S training
- A warm friendly approach to their colleagues and working environment



# St Helen's School

- NPTC PA1 PA6 pesticide certificate

## **APPLICATION PROCESS**

Closing date: 12:00am Sunday 21 June 2026

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

