

Trust Grounds Officer

JOB DESCRIPTION

The Trust Grounds Officer (TGO) will support the Trust Estates function in ensuring the continuity of site services across the Trust estate always ensuring the safe and efficient use of facilities by students, staff and visitors. The post-holder may be deployed to any of the trusts academies and will be required to travel to and from each academy using their own transport claiming reasonable expenses at times when Trust internal transport may not be available.

Under the direction of the Trust Senior Grounds Officer (TGO), the Grounds Officer (TGO) will carry out a rolling programme of grounds maintenance duties and maintain the Trust's buildings both internally and externally, including buildings, structures, roofs, surfaces and finishes, plant and machinery, floors, furnishings, fixtures and fittings and other equipment and carry out hard and soft landscaping works to ensure that buildings and facilities are accessible, are maintained in a safe and effective manner and are suitable for their intended purpose. Providing these services in an effective and efficient manner is key to supporting the Trust, to empower and support Head teachers, to deliver the best possible education across the Trust by ensuring the reliability, accessibility and safety of the Trusts buildings and facilities.

Under the direction of the Trust Maintenance Manager, Trust Grounds Officer (TGO) will be required to assist academy site teams and to cover site manager / site technician absences on a first-day basis. When covering absences, the Trust Grounds Officer (TGO) will be required to assume the responsibilities of the RPO (Site manager) and / or site technician which may include key-holder and security duties, ensuring that Trust and school standards are maintained, ordering / replenishing stock and consumables and attending to the requirements of hirers of school premises.

Specific Responsibilities

People and Resource management

- Work proactively with the Head Teachers and the Director of Estates and Facilities *through* the Trust Maintenance Manager to ensure 100% business and operational continuity at all times.
- During times when required to assume the responsibilities of the RPO (Site manager).
- Maintain appropriate procurement records, timesheets and other work records to ensure that accurate and timely information is passed to the Finance and Personnel teams for processing.
- Carry out grounds maintenance tasks and planned and preventative maintenance and build projects under the direction of the Trust Director of Estates reporting to the Trust Senior Grounds Officer (STGO) through the Trust Maintenance Manager. The following are examples of the types of task. It should be noted that the list is not exhaustive, and the post holder may be required to undertake any buildings and facilities-related task:



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- A rolling programme of grass cutting, basic tree work, cutting of hedges, planting, pruning, bed maintenance, weed control, strimming, pest control, leaf litter and consumable litter clearance.
- Operating grounds plant including tractors, mowers, brush cutters & trimmers, crosscutters, pesticides applicators (handheld and rotary atomiser), woodchippers, stump grinders etc.
- Maintain grounds plant and maintenance equipment according to a rolling programme.
- Ensuring that all sites and grounds are maintained and presented in a professional manner.
- A rolling programme of internal and exterior decoration.
- A range of 'handy person' tasks e.g., classroom refurbishments, carrying out external works.
- Contribute towards the development of a grounds maintenance plans and work with the Trust Maintenance Manager through the Trust Senior Grounds Officer (TSGO) to ensure its implementation.
- Manage and liaise with external contractors ensuring safe working practises.
- Assist with Estates and Facilities-related administration to ensure statutory compliance e.g., maintenance logs utilising both paper and electronic records.
- Cover for absent site colleagues as and when required.
- Support colleagues during times of heavy workload.

Health and Safety

- To work at all times in compliance with the Trust Health and Safety Policy and the local Health and Safety Policies in force at any site.
- Work proactively with Head Teachers and the Director of Estates and Facilities *through* the Trust Maintenance Manager to ensure that the Trust's grounds, buildings and facilities remain compliant at all times and submit reports as and when required to verify compliance.
- Support the review and implementation of health and safety policies and procedures and safe systems of work within the Trust.
- Ensure that a risk assessment has been carried out for all activities prior to commencement and ensure the display of hazard warning notices and work segregation throughout the course of his/ her work.
- Manage the use of chemicals and hazardous substances ensuring that all chemicals used have COSHH assessments.
- Ensure that inspections of work equipment are up to date in accordance with Trust procedures, legislation and approved codes of practise, and not to use any equipment that the post holder has not received suitable training to operate.
- Maintain all grounds and premises-related health and safety documents and records.
- Ensure that the Trust's rules and procedures regarding the management of contractors are adhered to at all times with particular emphasis on safeguarding, risk assessments, method statements and contractor induction procedures.
- To adhere strictly to Local Asbestos Management Plans (LAMP), ensuring that procedures are followed at all times and reporting issues and non-compliances as soon as reasonably practicable.



- Take reasonable care for the health and safety of yourself and of any other person who may be affected by your activities and, where appropriate, safeguard the health and safety of all persons under your control and guidance in accordance with Health and Safety legislation.

Site and buildings

- Ensure that the grounds maintenance of the school sites is carried out in accordance with the schedule. Work proactively with the Trust Maintenance Manager through the Trust Senior Grounds Officer (TSGO) in the preparation of maintenance schedules and the efficient operation of all facilities.
- Out of season, to undertake a range of semi-skilled maintenance duties, e.g., painting, minor plumbing works etc, subject to the proviso that if a qualified tradesman is required to carry out the task, then an appropriate contractor will be employed.
- Be available to attend in cases of emergency outside the working week, e.g., intruders, fire and flood, in line with the school policy and procedures for emergency cover.
- Undertake a full range site management and compliance duties to cover for absent colleagues, as and when required.
- Glazing – boarding up of damaged panes of glass to ensure safety. Call replacement glazing company and arrange replacement at earliest opportunity.
- Grounds – monitor the condition of the grounds, including hard, soft and artificial surfaces making repairs as necessary.
- Assist representatives from the Trust and the Diocese of Nottingham during property inspections/visits.
- Assist with pest control measures and respond to infestations as and when they occur, calling in a specialist contractor if necessary.
- In liaison and coordination with the Trust, assist with the maintenance of the school site buildings and grounds, the preparation of maintenance schedules and the efficient operation of all facilities on the property including the installations and plant for lighting, heating, hot water, cooking, ventilation, water softening, energy conservation etc.
- Attend Trust premises during the winter months during periods of bad weather to clear paths and other areas to ensure the academy can open as planned wherever practically possible. Occasional overtime may be required for this duty for which an appropriate payment will be made.

Skills and abilities

The post holder will be expected to demonstrate the following skills and abilities at all times during the discharge of their duties:

- Work on own initiative and demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner.
- Carry out grounds and maintenance tasks in a professional manner with health, safety and safeguarding at the fore.
- Learn new skills and expand current skills and pass on knowledge and techniques to others.
- Demonstrate good general interpersonal and communication skills.
- Deal with conflicting demands and work flexibly.



General

To work in collaboration with the Trust, RPO (Site managers), assistant site managers, Site technicians and other colleagues, sharing good practice and supporting during times of absence and/or heavy workload.

- The post holder will work the hours to be agreed with the Trust Maintenance Manager. The post holder will generally work a 37 hour five day week, however, the post holder will be flexible and work the days and hours required by the Trust. Whilst shifts will be generally between 8am and 4pm Monday to Friday, there may be a need to work outside of these days and hours, including evening and weekend work when required, to meet the changing needs of the business and to address short-term or medium-term issues and deficiencies. When more than 37 hours are worked in one week this will be taken as time off in lieu of hours worked as agreed in advance with the Trust Maintenance Manager.
- This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.
- The duties and responsibilities of the post will evolve with the natural development of the Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.

The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



PERSON SPECIFICATION

Requirements	Post holder requirements Essential (E) Desirable (D)	How this element will be verified Application (A) Interview(I) Practical Tasks (T)
Education/experience		
Experience in a grounds maintenance or soft landscaping role	D	A
Experience of working in an educational environment	D	A
Experience of basic tree work	D	A / I
Experience of operating mowers, brush cutters & trimmers, crosscutters, woodchippers and stump grinders	D	A/I
Knowledge of Health & Safety regulations relating to general grounds maintenance including mowers, brush cutters & trimmers, chainsaws and crosscutters, woodchippers and stump grinders.	D	A / I / T
Recognised qualification in grounds maintenance e.g., BTEC, C&G Land-based or Environmental Services	D	A
UK driving licence with trailer towing category	E	A
PA1 / PA6a Pesticides Certificate	D	A / I
Willingness to develop, acquire knowledge and advance	E	A / I
Ability to contribute to developing and reviewing planned maintenance schedules	E	I
Previous experience of maintaining buildings	D	A
Installation and maintenance of fencing	D	A
Leadership and skills		
Initiative and problem-solving skills	E	A / I
Current UK driving licence with class A entitlement to drive a van up to 3,500kg maximum authorised mass (MAM) towing a trailer of up to 3.500kg combined MAM	E	A / I
Motivate, enthuse and inspire colleagues	E	I
Familiarity with Microsoft Office applications and the ability to acquire and update skills as software packages develop	E	A / T
Work proactively as a team member liaising with colleagues	E	I



Skilled in a range of building or building services disciplines	D	A / T
Attributes		
A flexible attitude towards the role, duties and hours	E	I
Supportive of colleagues	E	I
Committed to the aims of the Our Lady of Lourdes Trust	E	I
Understanding of the distinctive nature and Catholic ethos of the trust	E	I
Clear view of what high standards and performance looks like	E	I
Commitment to Safeguarding principles	E	I
Commitment to sound environmental principles	E	I

