

# JOB DESCRIPTION



## GROUND'S MAINTENANCE ASSISTANT

**Responsible to:** Grounds Maintenance Supervisor/Site Manager

**Main purpose:** To support the Grounds Maintenance Supervisor & Facilities Team to ensure the delivery and maintenance of a safe and secure environment for all pupils, staff, and visitors. To ensure that all facilities are kept to a high standard of repair, hygiene, cleanliness and appearance.

**Duties and responsibilities:**

- To assist in the development of a yearly schedule of seasonal activities and to work to this schedule updating as required.
- To undertake daily and seasonal grounds maintenance including mowing, strimming, planting, weeding, pruning (including weed spraying), and watering and woodland/hedgerow maintenance.
- Maintain the grounds equipment and ensure it is regularly serviced and repaired as necessary.
- Maintain and develop the Woodland Walk and Neptune Lakes and to ensure that this facility is safe for both school and visitors use.
- Painting and staining of external furniture as required.
- Tree management, including liaison with KCC contractors for the annual tree survey.
- Maintain security of the site, fixing or reporting any problems; this will include repairing fencing and gates and checking external lighting is operational and reporting faults to Maintenance Team.
- To keep the car parks clear and tidy.
- To provide grounds maintenance support at school events – this may very occasionally be required in evenings, or at weekends.
- When required to clear drives and pathways of snow and to salt as required. This may require working split shifts to ensure that the school remains open during inclement weather.
- To maintain high standards of safety and observe good practice in relation to health and safety issues and report any concerns to line management.
- To pro-actively observe and comply with all school policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
- To appropriately use the recording and reporting processes whenever appropriate.
- To maintain a flexible "can do" approach.

This role involves contact with and responsibility for children and young people and will be engaged in regulated activity. The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against DBS.