

## Job Description for the Post of Academy Facilities Assistant, St Dominic's School

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### **Job Purpose:**

To maintain and develop the grounds in a safe, secure and well-maintained state, providing a pleasant and attractive environment for the school community.

### **Key Accountabilities:**

- Responsibility for the maintenance and development of the school grounds, including marking of the sports fields.
- Responsibility for the appropriate maintenance and storage of the gardening equipment
- For working as an active team member within the site maintenance team

### **Key Responsibilities:**

#### **Academy Facilities Assistant:**

- Carry out the duties in the maintenance programme for the site grounds and gardening equipment as signed. Duties include grass cutting, hedge cutting, the clearing of leaves and litter, planting of flowerbeds and containers, pruning shrubs and trees and general tree care.
- Undertake equipment repairs and maintenance in house where possible.
- Have, or be willing to undertake, the relevant training for Safe Use of Pesticides and adhere to health and safety legislation and COSHH guidelines with respect to chemicals and pesticides.
- Plan for seasonal maintenance to ensure safety on site e.g. leaf clearance and snow clearance.
- Upkeep, marking and setting out of sports areas as required.
- Advise the line manager of orders required for gardening supplies as the need arises.
- Work with any specialist contractors, if brought in, to assist with some grounds maintenance tasks needed due to the complexity of the work or specialist skills required.
- Work as part of the site team to provide emergency cover for other posts within the grounds' maintenance and premises teams' responsibilities, in any amenity area, in the absence of other staff if required.
- Plan work schedule to cause minimum disruption to the school community, visitors and other site users during the working day.
- To be available for emergency callouts if required.
- Carry out portering duties as directed by the Site Manager.
- Undertake other duties as reasonably correspond to the level and general character of the post.
- Follow guidance, procedures and programme of tasks, ensuring health and safety of self and others.
- Assist in the discussions on proposals for site developments and put forward suggestions in relation to general upkeep of the site and grounds including cost effectiveness and money saving ideas.
- Be vigilant of any strangers on site and report as necessary.
- Engage with school community projects as required which may include interactions with pupils and students and education staff
- Be responsible for the site lock-up, which is done on a rotational basis – currently one week in every five. On lock-up week this may necessitate working approximately 30 minutes beyond your normal working hours each day. You will be paid for this additional time.

### **Additional notes**

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- This job description is not exhaustive and you may be asked to carry out other duties commensurate with the role.

## Person Specification for the Post of Academy Facilities Assistant, St Dominic's School

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
<b>Qualifications &amp; Training</b>	PA1/PA6 pesticide certificates	Desirable
	Certificate in usage of chain saw	Desirable
	Level 2 Certificate/Diploma in Sports and Amenity Turf Maintenance	Desirable
	Level 2 and 3 Award/Certificate in Practical Horticulture Skills	Desirable
	Level 2 and 3 Certificate/Diploma in Horticulture	Desirable
<b>Knowledge &amp; Experience</b>	Gardening experience	Essential
	Sound knowledge and use of horticultural machinery	Essential
	Full clean driving license	Essential
	Basic knowledge of machinery maintenance	Desirable
	Knowledge of Pitch and sports field markings	Desirable
	Basic knowledge of machinery maintenance	Essential
	Experience of working within a school environment	Desirable
<b>Skills &amp; Abilities</b>	Ability to carry out the physical requirements of the job	Essential
	Strength and fitness to use gardening equipment	Essential
	Awareness of health and Safety issues	Essential
	Willingness to work outside in all weather conditions.	Essential
	Ability to work collaboratively and cooperatively in a multi-professional team	Essential
	Willingness to undertake further training	Desirable
<b>Personal Attributes</b>	Self-motivated	Essential
	Able to adapt to change	Essential
	Work to high standards	Essential
	Ability to both take direction and work unsupervised	Essential
	Ability to work as part of a team and on your own initiative	Essential
	Willing to do work of a routine and repetitive nature	Essential
	Clear DBS certificate	Essential

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust 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.

This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.

In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.