

ACADEMY GROUNDS PERSON/DRIVER

Job Purpose:

The Grounds Person/Driver will work as part of the OHC&AT Estates and Facilities team to maintain and develop the grounds to the highest possible standards and in line with the Estates and Facilities SLA.

Contingency for driving school vehicles, including minibuses, for morning and afternoon pick-ups in relation to pupil and student transport and school trips.

To be a fully participating member of 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.
- Contingency to drive school vehicles (including minibuses) to safely transport pupils, students and staff between pupil/student transport routes (Farncombe/Godalming and St Dominic's School) at the beginning and end of the school day. When required, drive school vehicles taking pupils, students and staff on school trips. MiDAS training (Minibus Driver Awareness Scheme) will be given.

Main Duties and Responsibilities

- Carry out the duties in the maintenance programme for the site grounds and gardening equipment as assigned. 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 Site 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 Estates & Facilities Team to provide emergency cover for other posts within the Estates & Facilities 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.
- Be available for emergency callouts if required.
- Carry out portering duties as directed by the Site Manager.
- Follow guidance, procedures and programme of tasks, ensuring health and safety of self and others.
- Assist in the discussions on proposals for development and put forward suggestions in relation to

general upkeep of the 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.

Person Specification

Criteria		
Key - Essential = E, Desirable = D, Assessed by Interview – I, Assessed by Application Form = A		
Qualifications and Training		
<ul style="list-style-type: none"> • <u>MiDAS Trained or willingness to undertake the training</u> (Training will be given in school) • Certificate in usage of chain saw • Level 2 Certificate/Diploma in Sports and Amenity Turf Maintenance • Level 2 and 3 Award/Certificate in Practical Horticulture Skills • Level 2 and 3 Certificate/Diploma in Horticulture 	E D D D D	A A A A A
Knowledge and Experience		
<ul style="list-style-type: none"> • Sound knowledge of Grounds Maintenance including safe use of equipment • Full clean driving licence • Basic knowledge of machinery maintenance • Knowledge of Pitch and sports field markings • Experience of working within a school environment 	E E D D D	A A A A A
Skills and Abilities		
<ul style="list-style-type: none"> • Ability to carry out the physical requirements of the job • Strength and fitness to use gardening equipment • Awareness of health and Safety issues • Willingness to work outside in all weather conditions. • Ability to work collaboratively and cooperatively in a multi-professional team • Willingness to undertake further training 	E E E E E D	I I A I I I
Personal Attributes		
<ul style="list-style-type: none"> • Self-motivated • Able to adapt to change • Work to high standards • Ability to both take direction and work unsupervised • Ability to work as part of a team and on your own initiative • Willing to do work of a routine and repetitive nature • Clear DBS certificate 	E E E E E E E	I I I I I I A
Date produced: July 2025		