

Principal
Mrs N Damms
BSc (Hons) Q.T.S



Burtens Way
Smith's Wood
Birmingham
B36 0SZ

Tel: 0121 779 8050

GROUND AND SITE ASSISTANT

Job Description

Purpose

To support the Site Services Officer and School Business Leader in maintaining a safe, secure and welcoming academy environment.

To be responsible for the maintenance, development and presentation of the academy grounds, including the allotment, sensory garden, pond area and outdoor learning environments, ensuring they remain safe, attractive and ready for use by pupils, staff and visitors.

To support site security, undertake routine inspections and assist with the day-to-day operation and maintenance of the academy site.

Key responsibilities

Grounds and Outdoor Learning

- Take responsibility for the day-to-day upkeep and presentation of the academy grounds.
- Maintain the academy allotment as a productive and attractive learning resource.
- Maintain the sensory garden, including planting, pruning, watering, weeding and seasonal maintenance.
- Maintain the pond area to ensure it remains safe, tidy and suitable for educational use.
- Support the development of outdoor learning environments across the academy.
- Maintain planting beds, borders, planters and landscaped areas.
- Carry out regular gardening duties including weeding, planting, pruning, watering and leaf clearance.
- Maintain lawns, pathways and outdoor recreational areas.
- Ensure all grounds are free from litter and debris.
- Empty external litter bins and maintain waste storage areas.
- Report defects, hazards and maintenance concerns relating to grounds and outdoor areas.

Play Equipment Inspections

- Undertake and record weekly inspections of outdoor play equipment.
- Identify and report defects promptly.
- Ensure unsafe equipment is reported immediately and appropriate action taken.
- Maintain accurate inspection records.

Security

- Lock and secure the academy buildings and grounds each evening.
- Ensure gates, doors, windows and external access points are secured.
- Set alarms and complete security checks as required.
- Act as a key holder where required.
- Support opening and closing arrangements during school holiday periods.

Site Support

- Support the Site Services Officer with general maintenance/decorating tasks.
- Assist with room preparation and furniture movement.
- Support academy events through set up and site preparation.
- Receive and move deliveries around the school site.
- Assist with gritting, snow clearance and adverse weather preparations.
- Support site improvement projects and holiday maintenance programmes.
- Liaise appropriately with contractors working on site.

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Health and Safety

- Work in accordance with Health and Safety legislation and academy procedures.
- Report hazards and unsafe conditions promptly.
- Follow academy risk assessments and safe systems of work.

General Responsibilities

- Contribute positively to the ethos of Smith's Wood Primary Academy.
- Participate in training, professional development and performance management.
- Attend meetings and training events as required.
- Comply with academy policies relating to safeguarding, equality, confidentiality, health and safety and data protection.
- Undertake any other reasonable duties commensurate with the grade of the post.

Safeguarding

Smith's Wood Primary Academy is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children and young people and must share this commitment. An enhanced DBS check is required.

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Person Specification

Criteria (Essential and Desirable)		Essential	Desirable
Knowledge, Understanding and Experience	• Experience of grounds maintenance, gardening, horticulture, landscaping, caretaking or site maintenance. • Experience of working independently and prioritising workload. • Understanding of basic Health and Safety requirements. • Understanding of the importance of site security and safeguarding. • Experience of working within a school environment. • Experience maintaining allotments, gardens, ponds or outdoor learning spaces. • Experience undertaking routine inspections. • Experience carrying out play equipment checks. • Knowledge of COSHH regulations.	✓ ✓ ✓ ✓	 ✓ ✓ ✓ ✓ ✓
Qualifications and Training	• Good standard of literacy and numeracy. • Willingness to undertake training relevant to the post. • Health and Safety qualification. • First Aid qualification. • Manual Handling training. • Grounds maintenance, horticultural or landscaping qualification.	✓ ✓	 ✓ ✓ ✓ ✓
Skills and abilities	• Ability to work outdoors in all weather conditions. • Good communication skills. • Ability to work independently and use initiative. • Good organisational skills. • Ability to identify and report hazards. • Ability to prioritise workload effectively. • Ability to undertake physically demanding duties. • Ability to maintain accurate records. • Ability to use grounds maintenance equipment safely. • Ability to undertake basic repairs and maintenance. • Experience of maintaining inspection records.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓
Personal Qualities and Attributes	• Reliable, trustworthy and punctual. • Positive and proactive approach. • Flexible and adaptable. • Pride in maintaining high standards. • Ability to work effectively as part of a team. • Commitment to safeguarding and promoting the welfare of children. • Professional, honest and respectful.	✓ ✓ ✓ ✓ ✓ ✓	