



JOB DESCRIPTION

Job Title:	Grounds and Site Maintenance Assistant
Grade:	E
Hours:	37 Hours per week, 52 Weeks Per Year
Responsible to:	Estates and Facilities Development Manager
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	Cleaning Staff, Contractors
Important Functional Relationships:	<u>Internal:</u> Head of Estates, Head of Operations, Headteacher, Operations Manager, Leadership Team, Staff, Students, SMART Estates and Facilities Staff <u>External:</u> Suppliers of Goods and Services, Contractor Staff, Parents/Carers, Visitors to the School

Main Purpose of Job

To support the smooth, daily operation of the school by ensuring that the learning environment is available, well maintained and further improved to benefit all the learners by:

- Assisting in maintaining the safety and security of the premises.
- Assisting in the maintenance of the school's buildings, grounds, facilities and equipment.

- Supporting grounds maintenance activities including the preparation of sports playing surfaces via motorised and manual means.
- Providing practical support in arrangements for portorage, site management, meetings and events.
- Undertaking cleaning as required.

Duties and Responsibilities

1. To act as joint keyholder for the site, ensuring security at all times including undertaking open up/lock up duties and setting alarms. To liaise with emergency services as required.
2. To report any defects in buildings, grounds, facilities, equipment and safety/security systems observed in the course of duties and to liaise with manager (Estates/Operations) and approved contractors in resolving.
3. To undertake routine maintenance and minor refurbishments of premises, grounds, facilities, equipment, fixtures and fittings as necessary. Minor repairs to include basic plumbing, door/window repair, floor and ceiling maintenance. Refurbishment to include removal and disposal of redundant fixtures and fittings / making good areas in readiness for painting/refurbishment and carrying out programmes of painting and refurbishment as required.
4. To maintain grounds and sports fields using motorised, powered and other equipment as appropriate.
5. To accurately mark out sports fields and athletic tracks as directed by the Site Supervisor and in accordance with the specification for term and summer/winter activities.
6. To undertake a set programme of grounds maintenance activities as to ensure the School premises and all designated areas of the school grounds are maintained in a neat and tidy condition, including cutting and maintaining all perimeter hedges and fences, maintaining the school site fields and maintaining flower beds and borders in a neat and tidy way.
7. To take deliveries of stores, materials and other goods and to undertake portorage duties as required, including the moving bulky items within the scope of physical capability and competence adhering to manual handling training and best practice, including the use of appropriate equipment.

8. To assist in the collection and disposal of all recycling and refuse and ensure the school buildings and grounds are clear of litter, slip/trip hazards and graffiti.
9. To undertake scheduled and unscheduled cleaning, including periodic carpet/furniture cleaning, termly deep cleaning, cleaning at high-level and emergency cleaning and clearing up.
10. To check levels of consumable items on an ad hoc basis and replenish stocks, including hand sanitiser, soap, toilet paper and hand towels.
11. To ensure that access roads, pavements, steps and playgrounds are safe for use at all times, including during extreme weather – this may include the use of chemical weed control in accordance with COSHH and regulatory practices.
12. To undertake the efficient operation of the heating system, ensuring its good working order.
13. To visually monitor the condition of fire extinguishers, ensuring all extinguishers are in date for servicing and that hoses and fire blankets are kept in good condition.
14. To undertake periodic compliance checks and maintain accurate records including the upkeep of grounds equipment.
15. To participate in evacuation processes as agreed and in accordance with the School's recognised evacuation procedure and to reset alarms.
16. To undertake driving duties as required, including minibus driving (if licence permits).
17. To record and monitor gas/electricity/water meter readings/returns as required.
18. To maintain records and complete paperwork as directed.
19. To be aware of and adhere to rules, regulations, legislation and procedures applicable to the role including health and safety, COSHH, manual handling, asbestos, working at height.
20. To be available for emergency call-out and/or emergency flexible working hours as and when required.

21. To attend regular site meetings and adhere to instructions from manager.
22. To be part of the shift system to ensure site team cover over the extended school day. To be flexible in working hours in support of planned after school events.

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.

Date Updated: June 2024

Updated by: Head of Operations



PERSON SPECIFICATION

Job Title: Grounds and Site Maintenance Assistant

Department: SMART

Attributes	Essential	Desirable	How identified
Relevant Experience	Good standard of practical knowledge, skills and experience of building and grounds maintenance work	Good standard of practical knowledge, skills and experience of building and grounds maintenance work in a school or similar environment	Application form/ Interview
Education and Training	<p>Level 2 NVQ, GNVQ or GCSE qualifications plus suitable trade qualification (or relevant experience)</p> <p>Level 1 qualification may be considered if accompanied by extensive relevant experience</p> <p>Driving licence</p>	<p>Basic health and safety qualification</p> <p>Lifting and manual handling training</p> <p>Working safely at height training</p> <p>Minibus driving licence</p> <p>PA1/PA6 certification</p> <p>Level 2 Sport Turf Management</p> <p>C&G/LANTRA Chainsaw maintenance/operation</p>	Application form
Knowledge and Skills	Good practical skills		Application form/ Interview

	<p>Good organisational skills</p> <p>Good communication skills</p> <p>General knowledge of building maintenance</p>		
Any Additional Factors	<p>Ability to work unsupervised and on own initiative</p> <p>Self-motivated</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p>		Interview

Date Updated: June 2024

Updated by: Head of Operations