

# Job title: Grounds Maintenance Assistant

**Responsible to:** MILL Estates Manager

**Location:** Work base at The Henry Box School but will be required to work at any other MILL schools on a regular basis

**Grade:** Grade 5

**Working Pattern:** Full time 37 hours per week.

**Disclosure level:** Enhanced

# **Job Purpose**: To work as part of the Trust Facilities Team under the direction of the Mill Estates Manager and the Director of Operations to deliver comprehensive high-level grounds support across the Academy schools, ensuring that tasks are completed to a high standard in a timely and efficient manner, so that a clean and tidy environment is maintained for students, staff and visitors.

**Main Responsibilities:**

* To provide a grounds maintenance service for all schools within The MILL Academy -

The Henry Box School, Queen Emma’s Primary School and Finstock Church of England Primary School

* To assist the facilities team as directed by the MILL Estates Manager
* To lead in the preparation and presentation of all sports pitches to include mowing, line marking and the erection and dismantling of sports equipment
* To provide a garden maintenance service at the schools including leaf clearance, weeding and weed spraying, low level trimming and tidying of trees and shrubs, border tidying, weeding, deadheading, moss clearance, leaf clearance and planting

**Key Tasks:**

**Grounds:**

* Regularly review the gardens and draw up a schedule of ongoing maintenance.
* To carry out general tasks including turf care, planting shrubs, pruning and general maintenance of footpaths and collecting litter
* Planting and watering of any baskets, tubs and planters
* Ivy and climber clearance from walls and facilities
* Establish and maintain composting facilities at all schools
* Ordering of plants and garden equipment as needed
* Cutting and strimming the grass at all schools
* The safe use and operation of equipment and machinery used in grounds maintenance, adhering to health and safety procedures and training
* Review and regularly maintain with paint, varnish, stain, oil or lacquer any wooden facilities at all schools such as fences, benches, tables and play equipment
* Reporting breakages and damage which cannot be easily rectified to the Business Services Manager via the helpdesk
* Where directed by the MILL Estates Manager maintain metal fencing by stripping and repainting
* Report any major grounds or large tree problems to the MILL Estates Manager via the helpdesk to be remedied via the Grounds Maintenance Contractor or Tree Surgeon
* Review the helpdesk on a regular basis to ensure gardening jobs which are reported are completed
* Keep a safe workspace and ensure the health and safety of pupils, staff & visitors at all times

**Management of Community Lettings:**

* Opening and locking up at the start and end of the day on Saturdays when lettings are in place
* On Saturdays, maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
* Ensure lights and other equipment are switched off as appropriate when locking up on Saturdays
* Operating and responding to alarm systems during Saturday working hours only
* Remedy any issues that arise during lettings in consultation with the hirer and the on-duty caretaker

**Additional Responsibilities:**

* To achieve service outcomes and outputs, and personal appraisal targets, as agreed with MIL Estates Manager
* To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder
* To be committed to the Trust’s core values and ethos and to demonstrate this commitment in the way duties are carried out.
* To maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the Data Protection and Equality Act at all times
* To carry out duties and responsibilities in accordance with the Trust’s Health and Safety Policy and relevant Health and Safety legislation
* To demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents, observing proper boundaries and having regard to the safeguarding and wellbeing of students
* The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies
* To undertake any other duties or tasks as are required from time to time at the discretion of the Chief Finance Officer or Chief Executive

**Person Specification**

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| **Qualifications and Training** | **Essential** | **Desirable** |
| Ability to work effectively both in a team and also on own initiative |  |  |
| Good written and verbal communication skills |  |  |
| Willingness to participate in development and training opportunities |  |  |
| **Experience** |  |  |
| Knowledge of use of gardening and general maintenance equipment and materials |  |  |
| Understanding of health and safety requirements |  |  |
| Understanding of child protection issues |  |  |
| Experience of gardening and/or maintenance in a commercial setting |  |  |
| **Personal Skills** |  |  |
| Ability to assess priorities and work to deadlines |  |  |
| Reliable and punctual |  |  |
| Committed and calm under pressure |  |  |
| Honesty and integrity |  |  |
| Ability to maintain confidentiality |  |  |
| **Special Requirements** |  |  |
| This position is physically demanding and could involve lifting and carrying (occasionally up and down stairs), moving furniture and bins, and carrying products and equipment. It is essential that the postholder is physically fit and capable of manual handling tasks. |  |  |