

Home School: Frome College

Job Title: Grounds Person/Gardener

Salary: Grade 3 Point 5 – 7 £25,583 - £26,403 per annum

Reports to: Premises Manager

Hours of Work: All year round, 37 hours per week, Monday – Thursday 8:30am – 4:30pm and Fridays 8:30am – 4pm with a 30-minute unpaid lunch break.

Purpose

The main purpose of the role is to maintain the College sports pitches and general grounds.

Main Responsibilities

- Preparation of sports pitches for play including cutting, marking & fertilizing pitches as required;
- Tend gardens, cut grass, strim and weed flower beds and maintain tubs;
- Clip hedges and trim tree branches as required;
- Blow leaves off the courts. Sweep and remove leaves from the drive, paths and gardens;
- Keep the maintenance shed clean and tidy, and store equipment securely;
- Assist the site team in securing the boundaries, repairing gates and fences and painting wooden fences as required;
- Erect and take down tennis nets and football posts.

General

- Attend relevant meetings and training as required
- Carry out work without direct supervision, following instructions and exercising independent judgement.
- Carry out work outside, in unfavourable weather conditions when necessary
- Work flexibly and as a good team member
- Observe and comply with health and safety procedures in the execution of your duties with regard to yourself and others.

Other

- The clearing of snow and ice from College paths and roads;
- Emptying of external litter bins
- The driving of the minibus

Health and Safety

- Ensure that all processes, procedures and working practices are conducted in accord with associated risk assessments and safe working procedures and maintaining a working knowledge of these.
- Ensure that the necessary Personal Protective Equipment and/or workwear is worn

- Engaging with the induction and ongoing training relevant to the duties of the post
- Reporting any defect of equipment immediately to the Premises Manager

Security

- Ensure the security of the sheds and their contents and equipment
- Safe custody of the keys of the premises
- Reporting any unauthorised entry, or damage of College property to the Premises Manager
- Reporting any breach of security to the Premises Manager

Training

- The grounds person will accept appropriate training to facilitate the undertaking of duties

Other duties

- As may be reasonably requested to meet the needs of the College and within the competence of the postholder

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and will be reviewed annually.

Person Specification

Essential criteria

Experience of grounds maintenance in any environment
 Experience in the use of associated equipment, e.g. ride on mower
 A full current driving licence

Desirable criteria

A qualification in horticulture or proven experience
 PA1 and 6 Pesticides application
 Certificate or experience in the use of grass strimming equipment
 Chainsaw qualification
 Experience of marking sports pitches
 Understanding of relevant health and safety legislation and preparation of risk assessments

Personal qualities

Good communication skills
 Ability to communicate with all staff and students on an appropriate level
 Good organisation and self-motivation and an ability to meet deadlines
 Able to work under pressure in a quickly changing environment

Good team player

Good problem-solving skills and an ability to work under one's own initiative to complete tasks

Enthusiastic, a willingness to learn new skills and a commitment to continued personal development

Reasonable level of physical fitness

Be prepared to assist in all aspects of maintaining the wider school site

Post Holder:

Name:

Signature:

Date: