



Midsomer Norton  
Schools Partnership



## **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.

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#### **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:**