

Lutterworth College
Bitteswell Road
Lutterworth
Leicestershire
LE17 4EW



GROUNDSMAN/PREMISES OFFICER

Permanent post, to start as soon as possible

Full time, all year round 37 hours per week

7:30am – 4:00pm Monday to Thursday and 7:30am – 3:30pm Friday

Shift pattern subject to change in line with operational needs of The School.

Occasional evening/weekend cover as required.

Grade 7 (Pt 11-14)

£24,708 to £25,983 per annum (pay award pending)

(Please refer to the Job Description below for more information)

“This is a school where staff care for the pupils and want the best for them”

“Pupils understand the value of each subject and how it might help them in the future”

(Lutterworth College Ofsted, January 2023)

We would like from you:

- To be a team player with the energy and enthusiasm to put your hand to a wide range of maintenance tasks, using your practical skills.
- To possess the interpersonal skills necessary to work effectively with a wide range of staff, students, and members of the community.
- To possess a trade or skills that would add value to the team and be prepared to undertake a wide range of tasks yourself. We do most things in house!
- A willingness to learn from others.
- To have a trade background would be advantageous but not essential.
- To have a good understanding of Health and Safety.

We can offer you:

- A strong commitment to your training and development.
- Fantastic students who are a pleasure to work with.
- Excellent facilities & resources.
- The opportunity to make a real difference to students' lives.
- Automatic enrolment to the Local Government Pension Scheme.
- Free on-site parking.
- Ensuring good staff wellbeing providing access to a free Staff Counsellor service.

For further information and details of how to apply please visit the vacancies page of our website www.lutterworthcollege.com and return completed application forms to:

Diane Orton E-Mail: d.orton@lutterworthcollege.com

Closing date: Tuesday 12th November 2024 (9am)

Interview Date: To be confirmed

NB: We reserve the right to close and interview early if sufficient suitable applications have been received.

Lutterworth College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to receipt of a satisfactory Enhanced DBS check, pre-employment checks, including evidence of your right to work in the UK, online checks and a satisfactory Health Check. References will be requested for all shortlisted applicants before interview.



Job Description

Post Title:	Groundsman/Premises Officer
Purpose of Post:	<p>To carry out the Grounds work on site.</p> <ul style="list-style-type: none">• Mowing, strimming and weeding of grassed areas to a high standard.• Sweeping and clearing hard surface areas on site to a high standard.• Pruning and cutting back foliage as required. <p>Opening of the whole site in accordance with the weekly operating hours, 1 week on 1 week off. Weekend work required in accordance with weekend shift pattern.</p>
Reporting To:	Deputy Estates Manager/Estates Manager
Salary / Grade:	Grade 7 (points 11-14)
Hours:	<p>7.30am – 4.00pm Monday to Thursday, 7.30am – 3.30pm Friday</p> <p>The shift pattern is subject to change in accordance with the operational needs of the school. Occasional cover for school events and covering absence within the team will also be required and may include evenings and weekends.</p>

Main (Core) Responsibilities

Grounds Maintenance – Responsibilities

Undertake various grounds maintenance duties as directed, making full use of appropriate grounds equipment as necessary:

- Performing a variety of landscaping and groundskeeping tasks as instructed
- Mowing grass, trimming hedges, watering plants, raking leaves, removing debris, and maintaining flower beds or shrubbery.
- Operate different types of groundskeeping equipment like lawnmowers, hedge trimmers, leaf blowers, and possibly more advanced equipment such as ride-on mowers or tractors, ensuring safe and proper use of all tools and machines.

Assist with marking out of pitch lines, erecting and dismantling posts/nets:

- Preparation and setup of sports fields, such as football, rugby, or cricket pitches, by accurately marking out lines on the grass or artificial turf using specialized equipment (e.g., line marking machines).
- Setting up sports equipment like goalposts or nets, ensuring they are correctly positioned and securely fastened for safe use. Once events are over, the posts and nets need to be taken down and stored properly.

Assist with marking out of various track and field sports:

- For track and field events such as athletics, help lay out running tracks, jumping pits, throwing areas (for events like discus, javelin, shot put), and other necessary field elements.
- Precision and accuracy are essential to ensure that the areas meet regulation standards and are safe for athletes to use.

Clear snow and ice around the site as necessary, applying salt/grit when needed to make the school operational:

- Be on call for any inclement weather conditions that may require all staff to carry out gritting to clear snow/ice around site to enable the school to remain open.
- During winter or cold weather conditions, ensuring the safety and accessibility of pathways, driveways, and playgrounds becomes a priority.
- Removing snow and ice from these areas, often using shovels, snowblowers, or ploughs.
- After clearing, salt or grit to be applied to surfaces to prevent the formation of ice and reduce slipping hazards, making the school grounds safe for students, staff, and visitors.

Carry out small ground works where needed:

- Minor construction or landscaping tasks, such as repairing potholes, levelling uneven surfaces, digging small trenches, or filling in holes.
- Laying new grass, repairing damaged turf, planting trees or shrubs, or creating small flower beds as required.
- Depending on the nature of the work, if necessary, collaborate with other teams or contractors and ensure that any groundwork complies with safety and environmental regulations.

Repairs and maintenance

- Carry out planned and reactive repairs, maintenance and refurbishment on site as required, including but not limited to general decorating, carpentry, slabbing, and basic plumbing.
- Investigate any reported issues and identify the most efficient and cost-effective solution.

Security and safeguarding

- Overall security of premises and contents throughout the school
- Securing blocks as soon as possible and activate alarm zoning system.
- Operate security alarm system and respond to emergency callouts as necessary.
- Liaise with agency appointed as keyholders out of hours, to attend site as requested to co-ordinate emergency repairs and help secure the premises.
- Lock and unlock gates in accordance with daily requirements.
- Checking, closing, and locking windows when conducting final checks daily. Report any regular occurrences of rooms being left in a vulnerable state.
- Take action to prevent trespass, unauthorised access, and parking.
- Carry out emergency security repairs where possible or arrange via appropriate Contractor.

Events/lettings

- Liaise with all users of the site to ensure the venue is to required standard and address any concerns.
- Ensure all venues are open and ready for the time of hire in accordance with the Evening Booking Sheet
- Ensure all equipment specified is available and set up ready for the hire duration and return to storage at the closure of each booking.
- Check the booking sheet for any alteration to the room layout and preparing areas as necessary in good time and returning the room ready for the next day after use.
- Ensure all rooms are left in a clean and tidy manner.
- Check electrical equipment brought in by the hirer has a valid Portable Appliance Test certificate.
- Report any excessive overrun or any other anomalies to the hirer as additional charges may be incurred. Recording details on the booking document
- Carry out Main Hall setup procedures for all events.

Cleaning

- Carry out litter picking duties as necessary to ensure the appearance of the site is always maintained.
- Undertake general cleaning duties as required.
- Transport all refuse daily to the specified skips.
- Use of mechanical litter machine externally as required.
- Maintain levels of toilet requisites as required for evening and weekends.
- Being the first point of contact for cleaning staff ensuring duties are carried out, in the absence of the Cleaning Supervisor.

Porterage

- Receive and transport goods and supplies around site.
- To carry out the movement of furniture and heavy equipment as required by line management.
- Collect and take to central locations any recycling or confidential waste.
- Transport and set up exam desks to appointed locations as required.

Health & Safety

- To comply with current Health & Safety Legislation, School Policy, and in particular own responsibility for personal Health & Safety.
- Be observant of any other person undertaking work which may contravene Health & Safety regulations and report to the Health & Safety Officer immediately.
- Ensure equipment used is in a safe condition and report any failures to line management.
- Remove any unsafe furniture or any apparatus if defective and report to line management.
- Visually check fire-fighting equipment, signage, and fire escape routes as a matter of routine, reporting any defective areas to line management.
- Undertake periodical site surveys i.e., H&S audit, legionella testing and emergency light testing.
- Take control of any fire alarm activation and evacuation procedures, engaging evening hirers to assist as necessary and liaising with the Fire Officer on arrival.
- Record any incidents and accidents ensuring details are passed on to line management.

MISCELLANEOUS

- Check work carried out by Contractors when directed to do so by your line manager, reporting any failures noticed immediately.
- Checking and cleaning of school vehicles

Additional duties to include (if needed):

- As part of a team of support staff, provide assistance with the invigilation of examinations if required.
- As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical, and emotional harm and to take reasonable steps to ensure the safety and well-being of students.
- To ensure awareness of and compliance with personal responsibilities and requirements communicated to me in The School's policies and procedures including Health & Safety.
- May be required to be an appointed person for first aid.
- As a member of staff in a school setting you will have the opportunity to participate in programs for mentoring students and to participate in extracurricular activities.
- To carry out such other duties which may be required from time to time within the grading of the post.
- To cover car parking duties for school events when needed.