



GROUNDSPERSON

NJC Grade 1, Pt 2-3 (pro rata)

22 hours per week, full year (with seasonal flexibility)

Job Purpose

To assist the site manager in the provision of maintenance and improvement of the school's site, grounds and buildings and general security to ensure a safe environment for staff, pupils and visitors to the school.

Key Tasks

1. Under the direction of the Site Manager or their assistant, ensure that the school grounds are maintained to the highest standards. This includes cutting and maintenance of all grassed areas, maintenance of all flower and shrub beds and assistance with litter control.
2. Under the direction of the Site Manager, undertake activities to maintain a safe, clean and orderly learning and working environment e.g. gritting, clearing paths of snow or leaves, and keeping drains clear.
3. Empty litterbins, collect and assemble waste for collection.
4. Under the direction of the Site Manager, plan and carry out improvements to the grounds to enhance the external environment for students and staff.
5. Under the direction of the Site Manager, ensure that routine maintenance jobs are carried out efficiently with due compliance to relevant health and safety legislation, this includes portering and cleaning when required.
6. Assist and participate in the organisation and movement of furniture around the school, e.g. preparing halls for exams, assemblies or events.
7. To take part in training and development activities as identified with line management and to take responsibility for personal training and development.
8. Lock / unlock school buildings and areas.
9. Maintain the security of school premises by securing entrances and exits and reporting potential security breaches.
10. Operate alarm systems.
11. Assist with minor / simple repairs, e.g. changing light bulbs, unblocking drains, etc.
12. Operate equipment and tools associated with duties, including driving equipment as required for grounds maintenance operations.
13. Undertake any other duties of a similar nature as the Site Manager or their nominee may reasonably require.

Standard Duties

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the school, including relating to customer care, finance, data protection, ICT, health and safety, anti-bullying and safeguarding/child protection and to maintain high standards in your own attendance and punctuality.



The Blue Coat School

Job Description & Person Specification

4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, for example challenging a stranger on the premises.
5. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, and that of the schools, sharing skills and expertise with others as required.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

Responsible to:

Site Manager / Assistant Site Manager

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

This job description should be read in conjunction with the accompanying person specification.



Groundsperson - Person Specification	Essential / Desirable	Application Interview Test
Qualifications		
Willingness to undertake training appropriate to the duties of the post	E	A/I
Communication		
Ability to communicate clearly with people at all levels	E	A/I
Ability to give and receive clear instructions, both written and oral	E	A/I
Able to follow instructions on equipment, materials, etc.	E	A/I
Skills and Abilities		
Demonstrate ability to plan and organise own workload	E	A/I
Practical approach to problem solving	E	A/I
Ability to evaluate, assess and formulate improvements to current working practices	E	A/I
Demonstrate understanding of the grounds maintenance cycle within a school	D	A/I
Experience of working under pressure and responding quickly to changing demands	E	A/I
Ability to work alone or as part of a team	E	A/I
Ability to undertake basic DIY under supervision	E	A/I
Able to undertake some tasks which need some physical effort and fitness appropriate to the duty including moving and handling	E	A/I
Knowledge		
Experience of grounds maintenance	D	A/I
Knowledge of horticulture as applied to a school environment	D	A/I
Ability to undertake moving and lifting duties	E	A/I
Work circumstances		
Must be prepared to work outside normal hours on occasions	E	A/I
To be able to be a key holder on occasions and attend to "call outs" outside normal working hours and attend within 30 minutes	E	A/I
A commitment to safeguarding and promoting the welfare of children and young people	E	A/I
A commitment to equal opportunities.	E	A/I