

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Regional Grounds Person	<b>Location</b>	Lynn Grove Academy
<b>Salary</b>	NJC point 6 £25,989	<b>Hours</b>	37 hours, 52 weeks. 07:30 - 15:30 Mon - Thurs and 07:30 - 15:00 Fri
<b>Department</b>	Facilities Management	<b>Reports To</b>	Regional Head of Grounds

## JOB PURPOSE:

To undertake maintenance and landscape duties of school grounds under the guidance of the Regional Head Grounds Person ensuring a high standard of presentation across all school sites. This role will require the post holder to work outside in all weather conditions.

## KEY RESPONSIBILITIES AND DUTIES:

- Maintaining and presenting all grassed areas to a high standard.
- Cutting the school playing fields and grassed areas to an appropriate length.
- Use strimmer to maintain edges of lawns.
- Over marking sports pitches with lining paint ensuring that lines are clearly visible and fit for purpose.
- Clearing and planting of flowerbeds.
- Carry out routine weeding, pruning, hoeing, and cutting back of shrubs and plants.
- Clearing of leaves and litter.
- Clearing of drains and gullies.
- Erecting and dismantling football and rugby posts.
- Brushing artificial pitches.
- Keeping accurate records of work undertaken at each school site.
- The safe use of equipment and machinery used in grounds maintenance such as tractors, ride on mowers, hand mower, leaf blowers, strimmer's, and all other machinery.
- Monitor the condition of tools, equipment, and machinery, maintaining and cleaning them to maximise their effectiveness and lifespan.
- Undertake the general maintenance of machinery and equipment.
- Take responsibility for compliance with the school's policies with regard to Health and Safety, e.g. use of personal protective equipment.
- Take immediate action to minimise risks or concerns identified about the school's estate, reporting the risk or concern immediately to appropriate staff.
- Manage the safe storage of grounds tools and chemicals, such as herbicides in accordance with the school's control policies (COSHH).
- Any other reasonable duties as requested by the Head Grounds Person within the remit and scope of this position.
- This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

This job description is written with the purpose of ascertaining the main duties of the post but the post holder may be required to undertake such other duties as the Principal and Line Manager might determine within the range of duties reasonably expected of a member of support staff.

## JOB REQUIREMENTS:

# JOB DESCRIPTION AND PERSON SPECIFICATION

	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good English and Maths skills, preferably to GCSE Grade 3 minimum or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Full and appropriate driving license (Minibus D1/MIDAS).</li> <li>• First Aider or willingness to undertake suitable training.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience working in a maintenance or grounds environment.</li> </ul>	
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Good understanding and experience of health and safety in the workplace.</li> <li>• An understanding of young people and the ability to communicate with them tactfully and with respect.</li> </ul>	
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Team player, flexibility, willing to work outside core hours and during weekends according to the requirements of the Academies, both on a roster and on call basis.</li> <li>• Ability to cope with a diverse range of duties and responsibilities, some of which will require non-standard attendance patterns.</li> </ul>	
<b>CREATIVE EDUCATION TRUST VALUES</b>	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> <li>• <b>Empowering Ambition:</b> Supporting personal growth, innovation and high performance.</li> <li>• <b>Championing Equity:</b> Promoting fairness, inclusion and high expectations for every student.</li> <li>• <b>Unlocking Opportunity:</b> Helping create access to knowledge, experiences and networks that broaden horizons.</li> </ul> <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>	
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice	
<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment.**

# JOB DESCRIPTION AND PERSON SPECIFICATION

**The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**

