Role Description

Senior Groundsman

NJC Pay Range	Band E
Responsible For:	Academy/Trust Grounds
Responsible To:	Trust Leader of Premises and Estates

Main Purpose of the Post

- To take lead responsibility for grounds maintenance and horticultural activities, across all academies.
- To monitor the work of contracted grounds services ensuring value for money and consistently high standards.
- To provide cover and support across primary and secondary phases and deputise for staff holidays and sickness (includes split shift, evening and weekend work).
- To undertake work under the direction of the Trust Leader of Premises and Estates in relation to site maintenance and other premises related duties to ensure all students have the very best learning environment at all times.
- To provide guidance and support to caretaking and grounds staff.

Key Areas of Responsibility

Grounds Maintenance and Gardening

- Undertake practical gardening and grounds maintenance tasks including:
    - Grass cutting, strimming, hedge trimming, and pruning
    - Maintenance of beds, borders, shrubs, and planters
    - Litter collection and safe disposal of green waste.
    - Sports pitch marking and upkeep of play surfaces.
    - Watering, weed spraying, planting, and seasonal grounds tasks.
- Support the development of outdoor learning spaces (e.g. forest school areas)
- Conduct regular inspections of grounds to ensure safe, clean, and attractive environments for students and staff.
- Carry out regular health and safety checks of playgrounds, fields, trees, and outdoor equipment.

Site maintenance, security & Safety (Mainly Winter Season)

- Act as keyholder and ensure security of premises across the Trust to cover for absent colleagues across the Trust including opening/closing buildings and responding to callouts.
- Ensure safe access to sites during adverse weather (e.g. gritting, snow clearance, storm damage response).
- Ensuring the sites are well maintained, safe and secure including;
    - General caretaking duties.
    - Liaison and checking work of outside contractors.
    - Graffiti removal.
    - Porterage of equipment/deliveries around site.
    - Basic repairs and maintenance (simple joinery, plumbing, painting, and redecoration).
    - Responding to alarms (intruder/fire alarm) including out of hours response and checking and replacing of equipment.
- Liaise with contractors for larger capital projects.
- Support the Leader and Assistant Leader of Premises and Estates in implementing planned preventative maintenance works.

Health, Safety and Compliance

- Undertake regular quality assurance of compliance check records across the primary phase.

- Ensure compliance with health and safety legislation, Maltby Learning Trust policies and risk assessments.

Other Considerations Relevant to the Role

- The post requires working with flexibility, travelling to and from Academies and other locations as directed, for which the postholder must ensure they have the appropriate business insurance.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

Role Description

Supplementary Information

NJC Pay Range	Band E

Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people, and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors, and members of the local community.
- Regularly review own practice, set personal targets, and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective, and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.