

**GRADE: 3****DEPARTMENT:** Education Special Schools**HOURS: 21 minimum (negotiable)****LOCATION:** Sherbourne Fields School**Job Purpose:**

To be responsible for maintaining and caring for our well established and much-loved outdoor spaces which include, gardens and other landscaped areas such as vegetable plots, a small orchard, a polytunnel and a greenhouse. In addition, you will manage our animal habitats: an Apiary, an Avery, chicken coup, and rabbit enclosure.

**Main Duties and Accountabilities****This may include: -**

- To ensure the school grounds are kept free from unwanted and broken items
- To be responsible for the upkeep and grounds maintenance of the school site
- Leaf clearing, litter picking, bin clearance and debris clearing
- Ensuring footpaths and parking areas are safe to access during winter, this may require early morning work to clear snow/grit the areas
- Roping off and preparing events
- Carry out car parking duties as required, keeping the car park clean
- Preparation and upkeep of planting and weeding – strimming, pruning etc
- To keep boarders, thoroughfares and highway footpaths clear and free from litter at all times
- Liaising with the teachers who deliver outdoor learning you will assist with the preparation of outdoor learning resources
- To undertake overtime at the request of the School Business Manager
- Liaise with outside grounds contractors and workmen as appropriate when directed
- Accompany grounds contractors around the school site if required
- To clean and maintain gardening equipment to ensure good working order
- To keep an inventory of all gardening equipment
- To report and health and safety concerns to the School Business Manager

**General: -**

- A flexible approach is needed to working hours, as well as some requirement to work early mornings
- Promoting welfare and safety of all members of the school community, and adherence to the school's Safeguarding and Child Protection Policy
- Support the aims of the school
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and professional development procedures
- Adhere to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the health and safety of all members of the school community, including visitors and the post-holder
- To operate machinery in a safe and effective manner in accordance with the operator's manuals with due regard to Health and Safety instructions and Risk Assessments
- Attend Health and Safety meetings
- Attend relevant staff briefings and inset days
- This is a physical role so you would need to be reasonably fit to cope with the demands of the role, which include lifting, carrying and working outdoors in all weather conditions
- To carry out additional duties and tasks that may be required within the range of the responsibilities of the post

**All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.**

**Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.**

**Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.**

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| <b>Postholder reports to:</b> | <b>Headteacher/Business Manager</b>                                 |
| <b>Support to:</b>            | <b>Property Manager</b>   |
| <b>Level of Supervision:</b>  | <b>Under the direction of the Business Manager/Property Manager</b> |
| <b>Responsible for:</b>       | <b>N/A</b>  |
| <b>Hours of work:</b>         | <b>Minimum 21 per week</b>  |

**Person Specification – Groundman**

| Attributes                | Essential  | Desirable  |
|---------------------------|--|--|
| Knowledge                 | <ul style="list-style-type: none"><li>• Good level of physical fitness, including the ability to lift, operate machinery and work outdoors in all weathers</li><li>• A working knowledge of Health and Safety legislation</li><li>• Ability to understand and adhere to Child Protection and Safeguarding legislation</li></ul>  | <ul style="list-style-type: none"><li>• Manual Handling training</li></ul>   |
| Experience                | <ul style="list-style-type: none"><li>• Experience of working as a Grounds Person in any setting in essential, including experience of regularly performing main duties listed</li></ul>   | <ul style="list-style-type: none"><li>• Previous experience of working within an educational environment</li></ul> |
| Personal Qualities/Skills | <ul style="list-style-type: none"><li>• A full UK driving license is a requirement of the role</li><li>• Good level of physical fitness, including the ability to lift, operate machinery and work outdoors</li><li>• Good communication skills</li><li>• A good team player</li><li>• Demonstrate attention to detail</li><li>• Able to work on own initiative</li><li>• Willingness to work extra hours as required, which may include unsociable hours</li><li>• Hardworking, highly motivated and desire to improve the grounds</li><li>• strong time management / organisational skills, with the ability to prioritise and meet deadlines whilst work under pressure</li></ul> |  |

