

# Job Description

<b>School</b>	<b>Bradstow School</b>
<b>Post Held</b>	<b>Grounds keeping Apprentice</b>
<b>Salary Scale</b>	<b>TBC</b>
<b>Hours</b>	<b>37 (All year round)</b>
<b>To Whom Responsible</b>	<b>Maintenance Supervisor</b>

## **Aim of the Post**

To work as part of the Maintenance Team to undertake gardening and ground keeping work, security duties, and supporting the team wider maintenance with general portering.

## **Duties Comprise:**

- To take responsibility for the upkeep and development of the school entrance and drive to ensure all plants and turf are welcoming to young people, staff and visitors.
- Undertake soft landscaping work including grass cutting, maintaining flowerbeds and greenspaces and other gardening activities as directed by the Maintenance Supervisor.
- Maintain hedges and to keep the ivy and other shrubs neat and tidy
- To weed kill as necessary
- Take responsibility for the maintenance, cleaning and upkeep of playgrounds, play equipment and outside buildings.
- Operate machinery in the course of duties, following instruction, these could include, grass cutters, pressure washer, steam cleaners.
- Ensure waste and recycling procedures are correctly and safely followed and make recommendations where applicable
- Undertake routine building locking and unlocking in order to maintain effective security of the school site.
- To keep the Playground, Car Parks and other hard surfaces clean and tidy.
- Clear leaves and/or snow from around the site
- Keeping any sheds or outbuildings and areas in which waste is stored in a clean and tidy condition
- Keeping the School and Grounds clear from litter

Undertake health and safety responsibilities such as:

- Understand and ensure the implementation of the H&S policy, emergency and Fire procedures
- Report immediately any illness or an infectious nature or accident incurred by a pupil, colleague, self or other.
- Report any faulty appliances, damaged furniture or equipment and any potential hazard to the Estates & Facilities Manager
- Report any faulty appliances, damaged furniture/equipment and any other potential hazards.

As part of the wider maintenance team you may also be asked to do ad-hoc tasks (especially in inclement weather) which may include but are not limited to:

- Deliver post, parcels, and stock, and undertake general portering duties, e.g. moving furniture, setting up rooms in particular style.
- Undertake the cleaning and maintenance of school vehicles to a standard set by the Site Manager
- Undertake administrative tasks e.g. job sheets, taking meter readings, vehicle check sheets, receipts of goods delivered, and fire alarm checks etc.
- Have personal responsibilities in terms of health and safety and equal opportunities.
- Any other duties as may be assigned from time to time by the Maintenance Supervisor, School Facilities Co-ordinator or School Business Manager.

All staff are expected to take responsibility for:

- Child Protection:
  - To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
  - To be also fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
  - To ensure that the worker's line manager is made aware of and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

# Person Specification

## Grounds Person

### Essential Criteria

1. Willingness to undertake the Horticulture and Landscape Operative Apprenticeship
2. Ability to demonstrate excellent team work and results focussed attitude
3. Physically able to undertake a physical role.
4. Ability to attend school (possibly outside normal hours) to undertake security checks.
5. Ability to prioritise own work.
6. To be pragmatic in approach.

### Desirable Criteria

1. Experience of working in a similar position

Note: Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.