

Role Profile: Part-time Grounds Person/Assistant Site Manager (20hrs/week)

Purpose

The core purpose of the Grounds Person/Assistant Site Manager role is to support the Site Manager and Facilities Team to ensure the delivery and maintenance of a safe and secure environment for all pupils, staff, visitors, contractors to Akeley Wood School.

Job Summary: Tasks as directed by the Site Manager / Facilities Manager to include;

- Grounds maintenance
- Building maintenance
- Day to day event set-up
- Security
- Health and safety (including alarms)
- Driving school vehicles

Key Accountabilities

- The post holder is required to assist in the provision of a day to day grounds and maintenance function, to ensure the smooth running of the Schools operations.
- To carry out planned preventative and reactive maintenance on a variety of different landscapes and buildings.
- Whilst the primary requirements of the appointee will be to meet the gardening and grounds needs of the School they will also be called upon to carry out various other duties as required. These may include, as well as other maintenance jobs, assisting the other grounds and maintenance staff in carrying out their duties (particularly in times of staff absence) and the provision of the occasional delivery and collection service for which the use of a school vehicle is available.
- Driving of the School's facilities vehicles and minibus when required.
- Occasional work is required outside the normal working day, which forms part of the normal duties within the job description and notice will always be given in advance. Occasions when staff may be required include: Preparation out of hours school functions and at the start of school terms to ensure the school is ready for the children's return.

The post holder will be an integral member of the grounds and maintenance team. This requires being flexible and responsive. It is therefore essential that the candidate is able to demonstrate their ability to work as part of an effective team. The ability to prioritise work and identify, diagnose and solve problems before they affect the operation of the school is essential.

Main Duties and Responsibilities

Grounds and Maintenance

- Liaise with the Site Manager and Facilities Manager regarding work to be carried out.
- Maintain the School Compliance and Legislative checks to ensure it remains fully compliant.
- Report any faulty appliances, damaged furniture/equipment and any other potential hazards.
- Ensure the maintenance of the School and grounds are maintained to the highest standards. This may include:
 - Grass cutting maintaining a clean and tidy appearance.
 - To weed kill as necessary and to eradicate moles as required.
 - To assist with keeping all hedges properly trimmed and to keep the ivy and other shrubs adjacent to the School cut.
 - To keep all play areas, Staff and Parent Car Parks and other hard surfaces clean and tidy.
 - Maintain the Forest School and Outdoor Learning Areas which are used daily by the pupils
 - Clear leaves from around the site
 - Keeping any sheds or outbuildings and areas in which waste is stored in a clean and tidy condition
 - In winter keep paths, access points and entrances free from snow and ice. Adhere to School's snow policy.
 - Cleaning and maintenance of School signs /lighting.
 - Under the direction of the Site Manager and Facilities Manager repaint any areas of walls or woodwork which requires it.
 - Undertake general electrical and plumbing duties as required, where it is not possible to source a qualified person to carry out the work (no electrical work should be carried out without prior agreement and authorisation of the Facilities Manager and Business Manager who will assess the level of risk involved and the level of expertise required to carry out the task safely)
 - Undertake general carpentry / joinery duties as required
 - Check the fire alarm points weekly when requested to do so, including the fire exit and door retaining devices, and fire emergency lights.
 - Ensure all extraction vents and lighting are kept clean; replacing any defective light bulbs.
 - Maintain gutter clearance to ensure rainwater flows without blockage
 - Keeping the School and Grounds clear from litter.
 - Record water temperatures as required.
 - Advise on the repair or replacement of faulty equipment.
 - Assist in the Grounds Maintenance when required which may include:
 - Setting up all pitches for matches.
 - Planning the maintenance and renovation of the playing fields and pitches.
 - Painting and maintaining all posts, nets, corner flags etc (Rugby, Football and Hockey).
 - Where relevant, attending to grounds maintenance contractors working on site.
 - Attend to maintenance of the all weather pitches.

Health and Safety

- Maintenance and Health and Safety checks and records E.G. water temperatures, fire alarm, exits and emergency lighting.
- Report immediately any illness or an infectious nature or accident incurred by a pupil, colleague, self or other.

- Understand and ensure the implementation of the H&S policy, emergency and Fire procedures.
- Report any faulty appliances, damaged furniture or equipment and any potential hazard to the Site Manager & Facilities Manager
- Act as a fire warden. Regularly check all fire doors, exits and escape routes and record these checks.

General

- Debris collected, including grass cuttings and leaves, is to be disposed of in the allocated area or burned if appropriate. The bonfire area is to be maintained in a tidy condition.
- To assist in the general maintenance of the property, including the maintenance of fences.
- Provide a porterage service on site.
- Support and cover the other school sites at times of peak demand, liaising with the Caretakers at Tile House Mansion and Akeley Wood Senior School.
- Driving of school facilities vehicles and minibus when required.
- Carry out the routine inspections on the mini bus and report faults to the Transport Manager.
- Be responsible for keeping the minibus clean and in a road worthy condition.
- Undertake emergency cleaning of human deposits including vomit, excrement, urine, blood and other similar items.
- Carry out preparations for Open Days, assemblies and the like by putting out chairs and moving furniture.
- Any other tasks commensurate with the appointment as directed by the Facilities Manager/Business manager/Headteacher.
- Key Holding – General Key holding and management.
- Promote and ensure the good reputation of the School both on and offsite o Maintain and demonstrate a positive attitude towards pupils, staff and others
- Ensure that all equipment used is clean and well maintained and put away after use
- To demonstrate non-discriminatory practices in all aspects of work
- Notify the Site Manager and Facilities Manager as soon as possible of the inability to work
- Maintain complete confidentiality of all matters concerning the School, pupils, staff and related work
- Participate in staff, and where appropriate and needed, pupil meetings and attend training sessions as required
- Participate in agreed systems of appraisal and individual performance review o Ensure the security of the School is maintained at all times

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after due consideration.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Full driving licence	<ul style="list-style-type: none">• H&S related qualifications
Skills	<ul style="list-style-type: none">• Good written skills• Good numeracy• Prioritisation and multi-tasking	
Experience	<ul style="list-style-type: none">• Experience of grounds maintenance	<ul style="list-style-type: none">• Experience of site management• Evidence of commitment to on-going training in related matters (e.g. H&S)
Other	<ul style="list-style-type: none">• Good people skills• A structured approach	

Key Stakeholders:

Internal –

- Site Manager
- Facilities Manager
- Business Manager
- Head
- Site Staff
- Teaching Staff
- Pupils

External –

- Contractors
- Visitors
- Parents

Signed: Date:

Name (Print):