

## **JOB DESCRIPTION**

### Groundsperson

**Department:** Site Management

**Line Manager:** School Business Manager

#### **Role:**

- To maintain the grounds of the school including preparation for the different sports that are played through the year. These include Rugby, Cricket, Football and artificial surfaces.
- To present the grounds to a high standard.
- To undertake caretaking duties as and when required.

#### **General Responsibilities:**

- To ensure the upkeep of the school grounds and gardens.
- To ensure all tasks are carried out safely and effectively with due regard to Health and Safety.
- To operate machinery in a safe and effective manner in accordance with the operators' manuals with due regard to Health and Safety instructions and Risk Assessments.

#### **Specific Tasks:**

- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.
- Ensure the security of the school site including 'locking-up' each night and 'opening-up' as and when required.
- Act as a keyholder and respond to out of hours alarm call-outs as and when required.
- To mark out the ground for all forms of sports activities as directed.
- Apply chemicals if suitably qualified when and where necessary.
- Be responsible for keeping a specified area clean and free from litter and debris, and leaf clearing as required.
- Ensure grounds are well kept.
- Carry out routine maintenance on grounds equipment, as required.
- Keep roads and pathways clear of snow and treat with rock salt as required.
- Ensure proper use of equipment
- To be aware of the Health and Safety issues concerning use of the above equipment
- To be aware of the Health and Safety issues concerning the use of any chemicals used and their storage.

### **Personal Profile and Skills:**

- General GCSE / NVQ Level general education (Essential)
- Excellent interpersonal and communication skills are required. (Essential)
- Time management skills and the ability to handle a heavy, practical, outdoors workload are required. (Essential)
- Relevant Institute of Groundsmen qualification (Desirable)
- Knowledge of preparation and maintenance of cricket pitches and winter sports pitches to include rugby, hockey and football (Desirable).
- Knowledge of the preparation and upkeep of gardens (Desirable)
- Experience in mowing, aeration, fertilising, weed and pest control using tractor mounted and pedestrian machinery (Desirable).
- Experience in setting out and initial marking for rugby, football, plus goal post erection (Desirable).
- Experience of working in the educational sector (Desirable)

### **Hours of Work**

37 hours per week with 30 minute lunch break (unpaid). The hours of work are:

- Monday to Thursday 10:30 am to 6:30 pm
- Friday 11.00am to 6.30pm

Flexibility may be required on occasions to cover specific events. A rota system is in operation to cover weekends.

### **Holidays**

25 days per annum + 8 Bank holidays, to be taken during School holidays. (Holiday entitlement increases after 5 and 10 years of service)

### **Salary**

G03, points 16 to 19 of the CCBC pay and grading structure  
c£17,000 to c£18,000 p.a.

### **Benefits**

- Contributory Pension Scheme