

JOB PROFILE

Department:	Maintenance	
Job title:	Grounds Maintenance	
Reports to:	Site Manager	
Responsible for:	-	
Level/Grade:	Hours of work: 40 hours per week	Salary Scale: RADIUS Scale R2 – R3. Spine Points 11 to 15

Job Purpose:

To maintain and develop the grounds in a safe, secure and well maintained state providing a pleasant and attractive environment for the school community.

Job Description

Key Accountabilities:

- To be responsible for the maintenance and development of the school grounds, including the marking of the school sports fields.
- To be responsible for the appropriate maintenance and storage of the gardening equipment.
- For delivery of the main tasks above within budget and timescales set.
- For working safely with minimum risk to themselves and others and not working beyond the limit of training received.
- For working as an active team member within the site maintenance team.
- To hold a clean valid driving licence.

Main Duties and Activities

- Carry out the duties in the maintenance programme for the site grounds and gardening equipment as assigned, including the use of the chainsaw.
- Duties include grass cutting, hedge cutting, the clearing of leaves and litter, planting of flowerbeds and containers, pruning shrubs and trees and general tree care.
- Undertake equipment repairs and maintenance in house where possible.
- To adhere to health and safety legislation and COSHH guidelines with respect to chemicals and pesticides.
- Plan for seasonal maintenance to ensure safety on site e.g. leaf clearance and snow clearance.
- Upkeep, marking and setting out of sports areas as required.
- Advise the line manager of orders required for gardening supplies as the need arises and assist in the monitoring of the annual budget for garden supplies, equipment repairs and maintenance.
- Work with any specialist contractors if brought in to assist with some grounds maintenance tasks needed due to the complexity of the work or specialist skills required.
- Work as part of the site team to provide emergency cover for other posts within the grounds' maintenance teams' responsibilities, in any amenity area, in the absence of other staff if required.
- Arrange work schedule to cause minimum disruption to site users and staff during the working day.

- Assist in the delivery of food supplies from the kitchen to the residential units/other areas of the site.
- To be available for emergency call-outs if required.
- Carry out portering duties as directed by the Site Manager
- Undertakes other duties as reasonably correspond to the level and general character of the post.

Person Specification

Criteria

Key - Essential = E, Desirable = D, Assessed by Interview – I, Assessed by Application Form = A

Qualifications and Training

• PA1/PA6 pesticide certificates	E	A
• Certificate in usage of chain saw	D	A
• Level 2 Certificate/Diploma in Sports and Amenity Turf Maintenance	D	A
• Level 2 and 3 Award/Certificate in Practical Horticulture Skills	D	A
• Level 2 and 3 Certificate/Diploma in Horticulture	D	A
•		

Knowledge and Experience

• Gardening experience	E	A
• Sound knowledge and use of horticultural machinery	E	A
• Full clean driving license	E	A
• Basic knowledge of machinery maintenance	D	A
• Knowledge of Pitch and sports field markings	E	A
•		

Skills and Abilities

• Ability to carry out the physical requirements of the job	E	I
• Strength and fitness to use gardening equipment	E	I
• Awareness of health and Safety issues	E	A
• Willingness to work outside in all weather conditions.	E	I
•		

Personal Attributes

• Self-motivated	E	I
• Able to adapt to change	E	I
• Work to high standards	E	I
• Ability to both take direction and work unsupervised	E	I
• Ability to work as part of a team and on your own initiative	E	I
• Willing to do work of a routine and repetitive nature	E	I
• Clear DBS certificate	E	
• Good attendance record	E	

Date produced: 1 March 2017