**Job description**

**The Grammar School at Leeds**

**Job title:** Grounds operative

**Responsible to**: Team leader of grounds and gardens

**Grade:** GS2/3 GSAL points 11 – 18 £16,646 - £20,138

**Hours:** Monday to Friday 37 hours per week 08:00 – 16:15 with a 30 minute earlier finish on one day per week and 45 minutes unpaid lunch break. Rota for Saturdays 1 in every 4 weeks. Additional hours may be required during busy periods.

**Main responsibilities:**

* To maintain all sports surfaces to a high standard including cricket, football, rugby, hard surfaces and artificial pitches
* Assist in further developing good quality sporting facilities
* Marking and maintenance of all pitch areas including top dressing, verti draining and fertiliser applications
* Maintenance of hard and artificial playing surfaces, maintenance of athletics track and associate long jumping areas
* Litter picking
* To assist in the setup of pitches including moving goal posts and other resources as required by the curriculum
* Assist as required in the gardens and landscape areas
* Winter snow and ice clearing / gritting
* Take part, as directed, in training on equipment, materials, health and safety and any other procedure required for you to fulfil your principle duty
* Comply with statutory and school policy hygiene regulations and recommendations including safe handling and storage of fertilisation materials
* Carry out your duties with due regard to your and others safety
* To respond to requests for assistance from staff promptly and courteously
* To work within the estates team flexibly as part of a multi tasked team in support of the effective and efficient operation of the school premises
* Maintenance of grounds and gardens at our Rose Court site
* Any other duties commensurate with grade and post as directed by the team leader

**General:**

* Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school.
* This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal.
* All staff employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
* All staff should be aware of the school’s health & safety policy and implement it as appropriate.