

# COLSTON'S

INDEPENDENT CO-EDUCATION

FROM NURSERY TO SIXTH FORM

## **Job Description – Groundsperson**

Responsible to: Facilities Manager (interim period)

Responsible for: No line management responsibility

Overview:

- To work as part of the grounds team in ensuring that the upper and lower school grounds are of the highest standard and that sports pitches and facilities are prepared to a high standard for all fixtures, events and on a day to day basis
- To be a supportive and active team member who is also able to work on their own initiative and prioritize tasks
- To apply professional skills and commitment to ensure that the school grounds and outdoor equipment are maintained in accordance with health and safety requirements

## **Main areas of Responsibilities**

### **Personnel**

- To ensure effective communication and working relationships between staff, contractors and others as appropriate
- To report any incidents or potential hazards to the Facilities Manager

### **Training**

- To undertake all training and demonstrate competence that may be required for the purpose of your role
- To comply with all school training policies and procedures
- To train as a nominated fire marshal for the upper school

### **Service Tasks**

- To assist in the maintenance of all sports pitches (including the OC's), grassed areas, gardens, hedges, paths, steps and roadways, trees, verges and fencing to ensure that the grounds of the upper and lower school are maintained to the highest standard
- Preparing and maintaining the sports facilities including artificial surfaces, to the required standard
- Providing grounds staff support to matches/fixtures when required
- Implementing weekly, monthly and annual agreed maintenance programmes for all areas of the grounds department
- Working with various different types of machinery and equipment to prepare and maintain football, rugby, cricket and hockey pitches, as well as artificial surfaces, grassed areas, gardens, hedges, paths, steps and roadways, verges and trees (depending on training)
- Undertaking general maintenance of equipment as directed
- Assisting with the maintenance of trees, hedges, fencing and pathways, including leaf collection, spraying and tree cutting (if trained to do so).

- Maintaining grounds and sports related buildings and facilities – including assisting with the erection and dismantling of sports equipment, initial marking and over marking of the sport pitches, running tracks and field events.
- To work with approved contractors where required, reporting any issues or concerns with quality / progress to the Facilities Manager
- To play a proactive role at all major school events including Prize Day, Open Days,, Examination Days, Sports Days, Activity Camps, specific visits etc., including car park duties as required.
- To ensure that the school is safe for use during adverse weather, including gritting site specific areas, clearing snow and salt spreading before the arrival of staff and pupils and monitoring safe routes through the day as required.
- To take part in daily sweeps of specific areas:
  - Lower school playground and play area
  - CCF
  - Forest School
  - Pitches 1-4
  - Astro Turf
  - Lower field
- To ensure all equipment, machinery and buildings are secure.
- To keep the grounds garage clean and tidy.
- To keep the borders, thoroughfares and highway footpaths clear and free from litter at all times.
- To empty litter bins around the school.
- To respond to emergency calls.

### **Health, safety and security**

- To carry out statutory duties, under the Health and Safety at work Regulations 1992 to ensure the safe operation of maintenance activities within the school community. This includes complying with, but not limited to:
  - Safeguarding and child protection
  - COSHH
  - PPE
  - First Aid
  - Manual Handling
  - Asbestos Awareness
  - Fire safety
  - Risk assessments
- To follow all school procedures and policies and ensure that the schools operations standards are met in full and that safety is never compromised
- Ensure that all equipment and plant are safe before use as per manufacturer's instructions and reporting any faults to supervisors as necessary
- Carry out regular visual inspections of equipment, machinery, vehicles and the school grounds, rectify defects and report any concerns to the Facilities manager

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the needs of the business. The post holder will be expected to participate in this process and the Facilities Manager would aim to reach agreement to the changes.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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I confirm that I have read, understood and agree to the above job description

Name .....

Signed.....

Date .....