

Post Title: Groundskeeper

Summary: To work as part of the Operations Team to maintain the school grounds, liaise with external contractors and uphold excellent first impressions to visitors to the site.

Working Pattern: 25 hours per week – 52 weeks per year, 4 days plus Saturdays (Tue-Sat)

Reporting to: Site Manager

Duties and Responsibilities:

- Keyholder for the site opening the school daily and Saturdays as required, flexibility as required for evening lock up on a rota basis.
- Assisting as part of the wider team to set up for school functions and events.
- Maintain the school grounds including woodland, sports areas, play facilities, out of bounds, internal quad, pond, fountain, hanging baskets, raised beds and specific areas contained herein. In conjunction with the Site Maintenance Team.
- Monitor internal fences and arrange replacement as needed in consultation with Site Manager.
- Consult with Local Authority and professional contractors on site for specialist areas such as sports pitches and woodland.

Shrub borders

- Cultivate seedlings and seasonal plants for use on site to minimise the purchase of ready to use plants.
- Planted areas shall be maintained substantially free from litter, weeds and leaves.
- Prune each shrub according to the type to promote flowering, form, colour and the required visual effect at the appropriate time. This may vary according to site variations and the dictates of landscape architects.
- Shrubs shall be pruned to avoid overcrowding, to remove any dead or diseased wood, to prevent encroachment over windows, footpaths, roads, signs, sight lines, lights, grassed and hard play areas at the appropriate time.
- All suckers shall be removed as they occur.
- All climbing plants shall be tied and supported at all times.
- Mulching of beds is desirable for keeping weeds under control and the retention of moisture

Curiosity

Commitment

Creativity

Community

Hedges/Trees

- Hedges will be pruned at the appropriate time of year to ensure free passage to walkways, public highways, and prevent encroachment to windows, doors, signage, etc.
- All clippings will be removed to the on-site composting area or removed.
- Where vegetation is growing from neighbouring private properties or from public highways through to the school land the face side of the hedge will be pruned back where possible.
- Liaise with neighbours to maintain a positive relationship between the school and the community.
- Field boundary hedges will be pruned at the appropriate time of the year.
- Low level tree work to be carried out while complying with sitewide TPO.

Woodland Play Areas

- Areas covered with artificial grass will be maintained on a regular basis in order to keep moss and weeds under control.
- Carry out the weekly inspection on play equipment recording and actioning faults/repairs
- Follow the guidelines for maintenance of any areas installed.

Hard Surfaces

- It is required to “blow” surfaces biweekly and from time to time chemically treat any weed growth up to four occasions per annum and to chemically treat minor infestations of moss.
- Litter and tree debris will be cleared as required daily.
- Emptying of gullies, surface water ditches or drainage channels to clear surface water or blockages.

Grass Sport Areas

- Where required, bare and damaged areas i.e. goal mouths, under tree canopies, or walkways, to be repaired either by reseeding or turfing.
- The sports field grass to be mown to maintain length of grass relevant to the sport. In all cases the mower must be set to avoid scalping, ribbing, chewing and uneven cutting.
- Goal posts, sockets including backboards and back-irons, where appropriate, shall be provided by the site and erected and dismantled as required.
- Nets, post protectors, tennis, hockey and netball equipment will be provided and shall be erected and dismantled, as instructed by the school.

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- At the commencement of the playing season or when otherwise directed by the site, set out and mark the sports pitches, sports markings e.g. training pitch, athletics etc.
- Mark or remark all sports facilities with a suitable marking compound. Marking shall be maintained as to be clearly visible. This will be dependent on weather conditions at certain times of year or school events.

Water Bodies

- Ensure the area surrounding the water is free from obstructions which may constitute a tripping hazard.
- Report any dangerous growth or infestations to the Site Manager
- Maintain the water body as a healthy feature or site “pond” as required/appropriate.

General:

- To carry out such other reasonable duties and responsibilities within the overall scope of site maintenance department.
- To support the School positively in terms of public relations with all stakeholders.
- To adhere at all times to Safeguarding and Child Protection regulations.
- To be aware and adhere at all times to the school code of conduct and confidentiality.
- To undertake Performance Management Reviews in accordance with the policy and practice of the School.
- As an Employee of Bournemouth Collegiate School you will be required to provide support and cover across all sites as and when required.
- The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post, as it may include other duties, level with the commensurate of the post, as necessary to ensure the smooth running of the School as directed by the Headteacher.
- The job description may be reviewed and may be subject to modification or amendment after consultation with the post holder.
- All employees at Bournemouth Collegiate School must be enthusiastic, professional and be prepared to fully commit to the ethos of the school, as laid out in our Mission Statement and Aims.

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