



## JOB DESCRIPTION

### **Trainee Grounds Assistant (Fixed-term until 31<sup>st</sup> August 2023)**

<b>Department</b>	Grounds
<b>Line Manager</b>	Grounds Manager / Estates Manager

#### **Role:**

To assist with the maintenance of the grounds and gardens of St Paul's School and St Paul's Juniors, including preparation of the site for the different sports that are played throughout the year, including Rugby, Cricket, Football and artificial surfaces.

#### **Main duties and responsibilities:**

- Support the grounds team in the upkeep of the school grounds and gardens and School properties locally, and to present the grounds to a high standard.
- To ensure all tasks are carried out safely and effectively with due regard to Health and Safety for yourself, staff, pupils and visitors.
- Undertake training where required to allow use of specific plant and machinery
- 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. Training would be provided
- Ensure the security of the outbuildings/pavilions/garages where equipment is stored, remembering to unlock and lock at the appropriate times.
- 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 rubbish and debris, and leaf clearing as required.
- Assist with upkeep of gardens where required.
- To provide onsite support for sports fixtures, as required.
- Keep roads and pathways clear of debris including snow and treat with rock salt as required.
- Ensure proper use of all equipment.
- To be aware of the Health and Safety issues concerning use of the equipment.
- To assist in the use of the following Materials (training would be provided):
  1. Soils & sands
  2. Soil improvement materials
  3. Herbicides/Insecticides/Fungicides
  4. Petrol & diesel fuel
- To be aware of the Health and Safety issues concerning the use of the chemicals and their storage.
- To work outdoors on the grounds except when weather conditions are such that outside work is impossible; work will then be carried on inside garages and pavilions.

# St Paul's School Vacancies



*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.*

## **Background and Terms of Employment**

Our founder John Colet opened the doors to St Paul's School in 1509 to educate boys regardless of race, creed or social background. We are committed to our founder's vision and offer financial support to every boy who is successful in gaining a place at the school on academic merit and fulfils the means-tested bursary criteria. The quality of a St Paul's education is dependent upon the quality of its staff so we recruit high quality people and look after them well. St Paul's embraces diversity, inclusivity and equal opportunity and we are committed to building a team that represents a variety of backgrounds, personalities and skills.

We hope that working at St Paul's might be right for you. The atmosphere is relaxed, friendly, supportive and purposeful. We are a thriving organisation that draws upon a wide range of different skills, qualifications, roles and responsibilities, whether teaching or other support staff and personal professional development for all staff is a high priority.

## **Hours of work**

Monday to Friday, 7:00 am to 3:00 pm, with an hour unpaid for lunch (35hpw), with flexibility required on occasions to cover specific events. A rota system is in operation to cover any weekend work.

## **Holidays**

25 days plus 8 Bank Holidays per annum. Annual leave should usually be taken during School holidays (Term dates can be found [here](#)).

*NB: The School normally closes for a period over Christmas, the dates of which are agreed by the Executive Team every year. This closure period may result in additional non-working days; however, this is non-contractual and does not affect annual leave entitlement.*

## **Salary**

£21,749 pa for 35 hours per week.

## **Benefits**

- 25 days of annual leave plus 8 UK Bank Holidays. After 5 years of employment, annual leave entitlement increases to 27 working days (or pro rata equivalent). This increases to 30 working days (or equivalent) after 10 years of employment.
- A generous Stakeholder pension scheme.
- Death in Service Benefit.
- Free daily hot lunches including vegetarian options, bistro dishes, soup and salad bar, and hot drinks and snacks supplied throughout the day.
- Employee bicycle scheme, where a bicycle suitable for commuting will be supplied, or the cost of purchase reimbursed, by the School to the value of £500. Bike mechanic visits site regularly to maintain the bicycles.
- Use of sports facilities, including swimming pool, gym and staff changing rooms and showers.

# St Paul's School Vacancies

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- Employee Assistance Programme – An independent, free and confidential advice service that can offer both practical advice and support on topics such as Debt & Finance Support, Legal and Tax Advice, Family Care and Mind and Body Support.
- Free parking on site.
- Policy for funding external professional development.
- Access to school counsellors, doctor and physiotherapist.
- Annual flu vaccination.
- After one years' service, part remission of tuition fees for children of employees (subject to competitive entry procedures). Please note this is not a contractual entitlement and the Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- Reimbursement for costs of eye-sight tests and contributions towards glasses for VDU work.
- State-of-the-art buildings, and a large and comfortable Staff Room.