



Job Description

Job Title:	Groundsman
Reports to:	Grounds Supervisor

Job Purpose

The post holder will be responsible for fully supporting all areas of the Facilities Management (FM) department function with a main objective of ensuring all grounds areas are fit for purpose i.e., sports activities and parades.

To carry out Facilities Management specified services to the standard and level detailed in the Facilities Management Operational Policy and Service Level Agreement.

Duties and Responsibilities

- Undertake Grounds Maintenance tasks including: mowing, strimming, fine cut, chainsaw and hedge trimming
- Close liaison with the Grounds Supervisor with regard to any grounds maintenance issues, including equipment, or unavailability of pitches in accordance with the School calendar.
- Ensure all sports pitches are available for school matches and that any external lettings have pitches available.
- Maintain the site grounds to a high standard especially for special events i.e. Grand Day and Remembrance weekend.
- Grounds winter preparation work.
- In conjunction with the FM department snow and ice plan, ensure that all site access roads and pathways are clear and safe. This includes flexibility in work pattern to allow for early morning / late evening gritting due to employee living on-site.
- Undertake repairs as necessary to any road, hedges, fences or other grounds areas
- Assist maintenance staff in other maintenance tasks as required.
- Undertake relevant training and updates as required to keep up to date with current legislation.
- Undertake such reasonable duties as requested by your Line Manager, Principal or Senior Leadership Team.

Health & Safety

Personally responsible for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions.

Equal Opportunities

Personally responsible for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

Safeguarding Children

To be responsible for safeguarding and promoting the welfare of children and young people.



The post holder must be aware of and comply with all School policies and procedures.

Person Specification

Essential Experience, Skills and Qualifications

- Effective communicator – good oral & written skills.
- Proven IT skills or ECDL or equivalent.
- Experience of undertaking general grounds maintenance activities.

Desirable Experience/Skills

- Previous experience of working in a school environment.
- Experience of working in a customer services role.

Personal Attributes

- Ability to work to tight and ever-changing deadlines according to the business need.
- Able to use initiative and prioritise.
- An excellent team player but equally able to work alone.
- High level of integrity.
- Willingness and ability to work flexible hours as required (including, evening and weekend work).