



## JOB DESCRIPTION

<b>JOB TITLE</b>	Grounds Person
<b>DEPARTMENT/SECTION</b>	Estates Department
<b>LINE MANAGER</b>	Bursar/Grounds Manager

### SAFEGUARDING:

*Forest School is committed to safeguarding and promoting the welfare of children.*

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

### JOB SUMMARY:

The role of the **Grounds Person** is a full-time permanent position where you will support the maintenance and development of amenities and playing surfaces, ensuring safe consistent playing surfaces are available for use necessary.

The **Grounds Person** will work under the general direction of the Grounds Manager and will assist in maintaining the day today running and use of the school sports grounds.

### KEY DUTIES AND RESPONSIBILITIES:

- Ensure Health and Safety standards of work are achieved and maintained.
- The safe use and operation of working with various types of machinery and equipment to prepare and maintain football, rugby, cricket, hockey, tennis pitches, athletics areas as well as all artificial surfaces.
- Undertaking general maintenance of equipment as directed and inform supervisor of any mechanical defects or breakdown.
- Execute Duties as instructed in the correct manner and complete the assigned workload to the required standard.
- Assisting with the maintenance of trees, hedges and paths, including leaf collection and spraying, working at heights and manual handling.
- Maintaining grounds and sports related buildings equipment and facilities as required.
- Attending Industry courses other training and events as required i.e., Child Protection, Manual Handling, First Aid, IOG Saltex.

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- Undertaking any other reasonable duties as directed by the Head Groundsman and Bursar.
- All staff are expected to check their work email regularly.
- Have a good awareness of Health and Safety regulations in the area of responsibility.
- Ensure all equipment is correctly maintained.
- Premises are made secure at the start during and end of each day.
- Manage and check facilities, plant, and equipment to ensure safe working practices and health and safety legislation compliance.
- Provide effective materials and machinery management to ensure all equipment is correctly stored, maintained and serviced.
- Support the efficient use of resources. Make recommendations for improving the best use of resources and playing surfaces.
- In conjunction with all staff of the school, support, promote and act within the School's Safeguarding Policy.
- Any additional duties, as directed by the Head Groundsman and Bursar, which are within the reasonable capability and responsibility of the Grounds Person.

#### **TERMS OF EMPLOYMENT:**

- Hours of work, 08:00 – 17:00
- Work five days a week including occasional Saturdays (on a rota system)
- Forest School Holidays: 08:00 - 15:00
- 30 Days Annual Leave must be taken during Forest School Holidays
- Competitive salary dependent of qualifications and previous experience

#### **FOREST SCHOOL'S POLICY AND PROCEDURE**

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Line Manager.

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