

General Information	
Job Title:	Grounds and Site Support
Department:	Maintenance
Location:	St Faith's, CB2 8AG
Job Purpose:	This role is a key appointment in the 4 person, close-knit School Maintenance Team. The focus of the role is to provide grounds work maintenance and site support across the school site, and ensuring that all areas of the school site are safe for operation and maintained to a high standard.
Reporting Line:	Site Manager
Working Hours	0700 -1630 in both term and holidays Some flexibility for later working hours during periods of staff cover

Role Profile	
Grounds	<ul style="list-style-type: none"> • Prepare and maintain the school grounds including hedges / flower beds / lawns / paths and driveways • Maintain and prepare all school sports pitches and outside play areas, including; <ul style="list-style-type: none"> ○ Mowing; ○ Line and pitch marking; ○ Erection, dismantling and storage of sports equipment e.g. goals, nets etc. • Support site presentation to a high standard at all times, including: <ul style="list-style-type: none"> ○ Clearing leaves, debris and litter ○ Seasonal clearance e.g. snow ○ Cleaning and ensuring the upkeep of site external areas. • Prepare the grounds and site for particular events as required.
Plant / Equipment	<ul style="list-style-type: none"> • Ensure safety checks and safe operation of all grounds equipment. • Ensure that grounds equipment and machinery is appropriately maintained in good, clean working order. • Assist with the safety checks and safe operation of school minibuses. • Drive the school minibus when required.
Maintenance	<ul style="list-style-type: none"> • Assist the Maintenance Engineer to undertake general maintenance throughout the school, ensuring all maintenance requests are acted on in accordance to the Maintenance Service Level Agreement. • Support the Maintenance Team to ensure that the Maintenance yard and workshop areas are safe, clean and tidy. • Assist with unlocking and locking up the site during staff holiday periods.
Events / Lettings	<ul style="list-style-type: none"> • Assist with maintenance related support for school events and lettings. • Act as parking marshal at events and other school occasions.
General Support to Site Manager	<ul style="list-style-type: none"> • Be prepared to deputise for the Site Manager in periods of absence, coordinating Maintenance Requests and activities of the Maintenance Team. • Support as required the Site Manager with: <ul style="list-style-type: none"> ○ Site compliance checks; ○ Coordinating and supervising contractors and related works; ○ Ensuring all works are being completed in a compliant way, in line with risk assessments and method statements; ○ Forward planning.
Health & Safety	<ul style="list-style-type: none"> • Be mindful of the Health and Safety at Work Act 1974 and other legislative requirements at all times.

	<ul style="list-style-type: none"> • Have an understanding of fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating a building. • Help ensure Maintenance Team is working in line with Health and Safety guidelines. • Assist the Site Manager to ensure all fire assembly / exit and safety equipment is correctly maintained. • Act as a Fire Warden to support the Maintenance Team.
Other	<ul style="list-style-type: none"> • Other appropriate tasks as necessary and as required by the Headmaster, Bursar or Deputy Bursar. • Comply with School data protection and confidentiality policies and procedures. • Adhere at all times to the School's Child Protection policy and procedures. • Be aware of and adhere to the School code of conduct and confidentiality.