



## Head Grounds Operative

### JOB DESCRIPTION

**The Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

This job description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time. It may be amended at any appropriate time, following consultation between the Bursar and Estates & Compliance Manager, and will be reviewed annually.

Name of **Head Grounds Operative**:

Starting date:

Person to whom the Head Grounds Operative is immediately responsible: **The Estates and Compliance Manager.**

#### **Core Purpose of Post**

- To promote and safeguard the welfare of all children and young persons for whom the post holder has responsibility and with whom the post holder comes into contact.
- To maintain the highest level of confidentiality in all matters including those relating to pupils, parents and colleagues.

#### **General Duties and Responsibilities**

##### **Professional**

- Exercise loyalty to the Headmaster and to the School, upholding and maintaining its traditions and ethos
- Support and assist the Headmaster and his Senior Leadership Team in providing a happy, secure, safe and stimulating environment in which the children can reach their full potential.
- Support the Headmaster in fostering parental involvement and in keeping parents informed of school policy, the curriculum and other matters of importance in conjunction with other senior colleagues.
- Comply with all regulatory requirements.
- Comply fully with the requirements as set out in the DfE document '*Keeping Children Safe in Education*' and any relevant supplementary guidance.
- Comply fully with the requirements as set out in the HM Government document '*Working Together to Safeguard Children*' and any relevant supplementary guidance.
- Abide by the School's current systems and structures as outlined in policy documents including the First Aid and Health, Health and Safety and Safeguarding and Child Protection Policies, and take appropriate action in accordance with all such documents as and when necessary.
- Establish and maintain effective working relationships with governors, colleagues, potential parents, current parents, agencies and children.
- Take responsibility for one's own professional development, attending INSET courses and other relevant courses and conferences as required.
- Be punctual and adaptable, and dress in a smart but practical manner.

- Maintain the confidentiality of the School's affairs and those of its parents and pupils.
- Work effectively as part of the Administration team providing support where required.

### **Specific Areas of responsibility**

- Direct and manage the Grounds Operatives with their day-to-day duties.
- Carry out reactive maintenance works across the campus grounds.
- Plan grounds project work and consult the Estates and Compliance Manager where necessary.
- Maintain an excellent presentation of the campus grounds.
- Work in conjunction with the PE department to fulfil pitch and facility requirements.
- Attend the campus outside of normal working hours when required to carry out essential maintenance of the grounds and/or when directed by the Estates and Compliance Manager.
- Where required, work with the Caretaker on works outside of normal working hours.
- Carry out car parking duties where required.
- Assist the maintenance Operatives with the setup of various school events, when required.
- Carry out scheduled and routinely compliance works. This includes but is not limited to checking outdoor facilities safety and the general condition of the trees across the campus.
- Continue to attend training courses to stay current and relevant within their role.
- When required, assist the Maintenance Operatives with their role.