



## **JOB DESCRIPTION**

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|--------------------------|--|-------------------------|
| <b>POST:</b>             | <b>Site Staff &amp; Grounds Assistant</b>  | <b>DATE:</b> March 2021 |
| <b>REPORTING TO:</b>     | AGSB Site Manager<br>HET Estates Manager   |                         |
| <b>LOCATION:</b>         | Altrincham Grammar School for Boys<br>This post requires the ability to travel when required and to work directly with all Schools in the Trust. |                         |
| <b>DISCLOSURE LEVEL:</b> | ENHANCED DBS   |                         |

### **Job Purpose:**

39 hours per week Scale 4 point 7 (£20,092)

Monday to Friday 8.30 am – 4.30 pm (some occasional earlier starts required) .

23 Days holidays per annum – rising to 28 following 5 years' service

Bank holidays

Pension scheme

Responsible for the school gardens aspect of the site grounds maintenance.

### **What's involved?**

15 hours gardening (this is seasonal March – November).

- All Lawns ( including Headmaster garden )
- Flower beds and planters
- Hedges and borders – pruning of shrubs
- Car parks leaf blowing and collecting
- Leaf collecting
- Weeding
- Flag pole – purchasing bedding plants
- All plant and machinery provided

Caretakers play a vital role in schools being responsible for the maintenance and security of school buildings. You will be employed as a mobile caretaker, responsible for several different sites.

### **What's involved?**

24 hours Site staff (additional hours will be needed in this aspect of the role , due to school demands from time to time) .

Caretakers can vary widely depending on the size of the school, but often includes some or all of the following:

- Setting the priorities for maintenance and repairs
- Carrying out basic repairs
- Managing access to the premises and maintaining security
- Cleaning or supervising cleaning
- Planning site use and development
- Championing health and safety around the school, and supervising external contractors

**Skills and experience you will need**

- Be able to work flexibly
- Have basic DIY skills
- Be reasonably fit to cope with the lifting and carrying involved

**Entry requirements**

It's unusual for schools to demand particular academic qualifications when advertising premises manager posts, but they may offer short, off-the-job training courses e.g., first aid, health and safety – asbestos awareness ,manual handling and working at height ( ladder training ). Level 2 award in support work in schools.

Please note: This job description is designed to outline the main duties and responsibilities of the role – it is not intended to be an exhaustive list of all duties that may be required to be performed and may be reviewed in the future depending upon operational requirements and staffing levels.

|   | Essential   | Desirable |
|---|---|-----------|
| <b>Qualifications, Experience, Skills &amp; Knowledge</b> | <ul style="list-style-type: none"> <li>• Be able to work flexibly</li> <li>• Have basic DIY skills</li> <li>• Be reasonably fit to cope with the lifting and carrying involved</li> </ul>         | See Above |
| <b>Personal Qualities</b>                                 | <ul style="list-style-type: none"> <li>✓ Ability to understand the criticality of safeguarding pupils &amp; staff</li> <li>✓ 'Can do' approach</li> <li>✓ Flexibility and adaptability</li> </ul> |           |