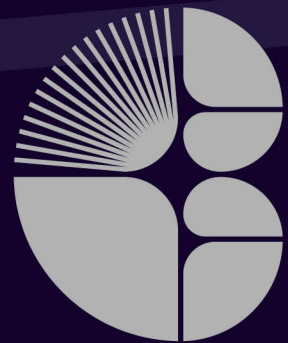


HEAD OF GROUNDS TEAM (NORFOLK)

Creative Education Trust
August 2021



*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Head of Grounds.

Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it

provides for its students.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with our team and the Chief Operating Officer and to influence Creative Education Trust's ethos and processes.

Those of us who have set up Creative Education Trust come from a wide variety of professional backgrounds in education, academia, business and the creative industries. What unites us is the desire to improve educational prospects and life chances for children who have not always had the schools they deserve, nor had access to the knowledge and skills that will equip them to be successful in the world they will encounter when they leave full-time education.

Our schools pursue a rigorous and continuous programme of educational improvement, but they also aim to provide pupils with a rich programme of co-curricular activities. In addition, our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have impact on the world around them.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel: www.youtube.com/user/creedacad.

Our Regional Facilities Manager, Luke Delderfield, would be delighted to discuss this role with you and is available on luke.delderfield@creativeeducationtrust.org.uk.

I look forward to receiving your application.

Yours sincerely,
Marc Jordan - CEO

“We are looking for strong project management, communications and service management skills to deliver an excellent service to our academies”

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare pupils for their transition to adult life and employment.



Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:
www.creativeeducationtrust.org.uk

Head of Grounds

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Norfolk – Caister Academy, Lynn Grove Academy, Wroughton Academies, Woodlands Primary Academy

Full time, Permanent

SALARY

£22,000-£24,000 (Dependant on experience)

THE ROLE

- To lead, motivate and develop the Grounds team to achieve their tasks, work schedules and objectives; to encourage maximum commitment and efficient service at all times. The grounds team are responsible for all aspects of grounds maintenance and landscape duties on school grounds under the guidance of the Regional Facilities Manager, ensuring a high standard of presentation across all school sites is maintained year-round.
- This role will require the post holder to work outside in all weather conditions.

ORGANISATIONAL RELATIONSHIPS

- The post holder is responsible to the Regional Facilities Manager
- The post will line manage the Regional Grounds Workers and any additional staff and contractors within the grounds team


KEY RESPONSIBILITIES

- To supervise contract staff who are conducting grounds-related work on school sites.
- To assist in the administration of grounds staff induction, probationary periods, and performance reviews
- To hold regular team meetings and ensure that members of the team are up to date with developments in the Grounds Department and the school.
- To encourage the continuing professional development of all members of the Grounds team.
- Maintain and present all grassed areas to a high standard

You can find out more at:

www.creativeeducationtrust.org.uk

- Plan and execute a plan of works across all schools to ensure the grounds team are working efficiently to keep the school grounds looking excellent
- Over marking sports pitches with lining paint ensuring that lines are clearly visible and fit for purpose
- Clearing, planting and maintenance of flowerbeds and all areas of the school grounds
- Maintaining artificial pitches
- Keeping accurate records of work undertaken at each school site
- Ensure the safe operation at all times of equipment and machinery used in grounds maintenance such as tractors, ride on mowers, hand mower, leaf blowers, strimmer's, and all other machinery
- Erecting, dismantling and maintaining of field sports equipment including football and rugby posts.
- Monitor the condition of tools, equipment & machinery, maintaining and cleaning them to maximise their effectiveness and lifespan.
- Ensure the grounds team undertake regular maintenance of machinery and equipment
- Take responsibility for compliance with each School's policies regarding Health & Safety, e.g. use of personal protective equipment.
- Take immediate action to minimise risks or concerns identified about the School's Estate, reporting the risk or concern immediately to appropriate staff
- Ensure the grounds team have appropriate training for all equipment, Health & Safety, School policies
- Manage the safe storage of grounds tools and chemicals, such as herbicides in accordance with the School's control policies (COSHH)
- Ensure weekly maintenance checks and annual maintenance is carried out on the grounds team vehicles
- Build relationships with all PE departments to ensure good communication is achieved and where possible requests from the PE departments are completed
- Coordinate and communicate the work of the grounds team to ensure all school sites are maintained to a high standard

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- A decorative background graphic consisting of numerous light gray lines radiating from a semi-circular base on the left side of the page, extending towards the right.
- Work with the Regional Facilities Manager, Regional Project Manager and the school site teams to identify and make improvements within the school grounds
 - Be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality, and data protection, reporting all concerns to the appropriate person
 - This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Recognised grounds, sports turf, or horticulture qualification (e.g. NVQ, I.O.G or equivalent) or willingness to undertake formal training 	<ul style="list-style-type: none"> Health and Safety Qualification
EXPERIENCE	<ul style="list-style-type: none"> Proven experience in the commercial grounds industry Experience of carrying out ground's maintenance tasks to a high standard Extensive experience of using and maintaining grounds maintenance equipment and machinery Experience of managing a team Experience in manual handling and risk assessment 	<ul style="list-style-type: none"> Good practical experience of gardening and grounds maintenance in a school or similar environment. Previous experience of sports facilities grounds or garden work
KNOWLEDGE AND TECHNICAL SKILLS	<ul style="list-style-type: none"> Knowledge of how and when to perform tasks related to grounds maintenance safely and effectively Working knowledge of general Health and Safety at Work Act and COSHH regulations Knowledge of grass care 	<ul style="list-style-type: none"> Knowledge of sports pitch maintenance including synthetic sports pitch surfaces
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> High professional and personal standards in both work and conduct Strong personal drive and willingness to get things done Good time management Excellent interpersonal skills with the ability to communicate with a range of people e.g. head teachers, PE department, Facilities teams Ability to work without supervision and prioritise work accordingly Ability to develop and grow the grounds team in all aspects of the role Commitment to a high level of grounds maintenance A proven team player Ability to work flexibly to meet the requirements of the role Ability to undertake physically demanding work Administration skills to maintain accurate records as necessary 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, equality, and diversity An understanding of up-to-date safeguarding requirements 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Full UK driving license Have access to a car for work purposes and be able to travel to other sites Work flexibility and after office hours 	

This job description will be reviewed regularly and may be amended according to changing requirements. Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.