

The Stourport High School & VIth Form College

Job Description



Post: Grounds Assistant



Post holder:

Reporting to: School Business Manager

Scale / Grade: 3

Term time factor/hours per week: 15hrs per week/ full year

MAIN DUTIES AND RESPONSIBILITIES

The specific duties and responsibilities pertaining to the Grounds Assistant are to be read in conjunction with the school's Health and Safety Policy and related protocols which should be complied with at all times.

There is a requirement to work outside of the normal daily hours, to meet the site management and school needs.

Line Management Responsibilities

Grounds Responsibilities

- Perform grounds maintenance services to agreed work schedules and contract standards.
- Carry out grass cutting operations utilising strimmers, hand and ride on mowers
- Keep all sites clean and tidy through the collection of litter.
- Undertake hedge cutting operations being competent in the use of long arm hedge trimmers and access equipment.
- Undertake shrub and herbaceous border maintenance, pruning and leaf clearance or other horticultural maintenance as directed.
- To ensure that plant machinery and equipment is operated correctly. Maintain and take responsibility for your equipment, which includes daily checks and cleaning of equipment when appropriate.
- Ensure that service delivery complies with current regulations, accepted professional standards, policies and procedures and appropriate legislation.
- Support the colleagues in achieving daily and weekly targets.
- Carry out landscaping, or other environmental improvement works, such as ground preparation, turfing, seeding, shrub and tree planting.
- To carry out any other duties as requested from time to time.
- Assist the School Business Manager in the planning and delivery of all site projects involving grounds
- Communicate all grounds and related H&S issues to the School Business Manager in an appropriate and timely manner.

Routine Maintenance

- Ensure that all burglar and fire alarm systems are in good working order.
- Undertake essential maintenance work in accordance with requests submitted by members of staff via the helpdesk.
- Liaise, as appropriate, with contractors in respect of work that is contracted out.
- Monitor the planned programme of maintenance together with suitable specifications of work.
- Maintenance of cleaning and other site equipment as required.

- Assist with the deep clean, as appropriate, in all areas of the school building with appropriate records retained.

Health and Safety

- Assist the School Business Manager with a proposed plan of work to address issues raised following receipt of specific surveys undertaken by external bodies.
- Maintenance of appropriate Health and Safety procedures, relating to all work undertaken by site services, grounds, cleaning staff in line current legislation.
- Attend the regular Premises / Health & Safety meeting with the School Business Manager, providing a regular report of planned and emergency work.

Administration

In relation to grounds maintenance:

- To place orders for items ensuring stock levels are maintained.
- To contribute to the schools' inventory records.
- To place repair estimates and orders via the computer.
- To order repairs and maintenance items in liaison with the School Business Manager.
- To maintain a log of all inspections and checks carried out.
- To establish and maintain a list of repairs / improvements.
- To establish and maintain an audit of all tools and equipment, their state of repair and where they are kept.
- To ensure mechanical equipment and ladders are inspected prior to each use.
- To ensure power tools are inspected before use and are PAT tested as required.
- To assist with obtaining tenders and quotes.
- To carry out regular H&S inspections and Risk Assessments on his/her own and with the SLT/Governance sub-committee.
- Liaise with staff on the school calendar.

Additional Duties

- Ensure that the site is kept free of litter and graffiti
- To ensure that main entrances and paths are clear of snow and grit / salt applied as appropriate.
- Ensure that all staffing issues are discussed, at the earliest opportunity, with the School Business Manager to ensure compliance.
- Ensure Health and Safety regulations, relevant to site services and grounds are adhered to at all times.
- Some flexibility in the pattern of hours worked and a willingness to undertake working outside of the normal daily hours to meet the site management and school needs.

Business Support

- To undertake any other appropriate duties, as requested by the School Business Manager, to assist with the efficient running of the school's grounds.

Employee Responsibilities

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas.
- To engage actively in the performance management review process.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.

- To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.
- To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
- To comply with the school's Data Protection Policy and Code of Practice within the service area of the post.
- To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Other responsibilities

- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Notes:

- a) The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment.
- b) The Governing Body reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- c) The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.

Signed (issued by)

Date

Signed (received by)

Date