



## **JOB DESCRIPTION**

**Job Title:** Gardener/Grounds Person

**Responsible to:** Estates Manager

### **Overall Purpose of the Job:**

To provide a full gardens and grounds maintenance support service to the College which includes artificial sports pitches, cricket squares, games playing surfaces, as well as general grounds, woodlands and formal gardens.

### **Frequent working contact with:**

Maintenance team, Bursar, PE and Games staff, contractors, apprentice

### **Main Duties & Key Responsibilities:**

- Member of the College Health and Safety Committee.
- Promotes clear and supportive Health and Safety practices including the creation of risk assessments.
- Maintains and implements improvement plans for ornamental lawns along with other grass areas within the college estate.
- Maintains and implements improvement plans for flowerbeds, including seasonal planting.
- Carries out soil cultivation; digging, forking, mulching, watering, raking, weeding, edging, pruning, seed sowing, bed preparation and cultivation.
- Sweeps and clears leaves and debris etc. from lawns, paths, playgrounds, steps, pitches/playing fields, drains and gullies.
- Conduct woodland management liaising with contractors to implement works as required.
- Undertakes minor construction and landscaping work.
- Uses, adjusts and maintains hand tools and basic light machinery and plant in accordance with routine operating requirements to ensure optimal efficiency of safe use.
- Uses cylinder and rotary mowers, petrol based mechanical tools e.g. hedge cutter, strimmer, leaf blowers, as required to carry out ground's maintenance.
- Drives vehicles and equipment (including tractors) as required for grounds maintenance operations.
- Monitors the use of consumables and spares and plans for their timely replenishment.
- Safe application of chemicals where required taking into account COSHH and Health and Safety regulations and with regard to weather and events.
- Liaising with staff to warn when applying chemicals and spraying.

- Ensures the safe use, storage and disposal of pesticides and other similar substances.
- Maintains a watching brief of, and reports any security risks posed within the College.
- Responds to emergency situations as necessary and appropriate.
- Keeps the grounds tool store clean and tidy.
- Identifies and recommends improvements to work systems, projects and machinery updates.
- Carries out gritting, salt spreading, snow cleaning, as necessary
- Maintains good communications with other staff, pupils and visitors, responding politely to any queries.
- Clean hard standing surfaces and keep the site free from litter.
- Supervision and support of the Apprentice to ensure completion of Apprenticeship programme.

### **General responsibilities**

- Along with other members of the facilities team be on rota for call out to deal with out of hours emergencies
- Attends Open Days to carry out allocated duties as required.
- Display correct staff identification at all times whilst on site.
- Attends training and staff INSET sessions organised by the College to provide a consistent approach across the entire staff population.
- Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of self, colleagues, pupils, staff and visitors.
- To follow College Safeguarding and Child Protection policies
- To play a full part in the life of the College community to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To maintain up to date professional knowledge and personal, professional development
- Carries out any other reasonable duties as requested by the Estates Manager, Bursar and or Headmaster.

### **Technical Knowledge**

- NVQ2 or NVQ3 or other recognised equivalent qualification in Horticulture/Turf Maintenance or qualified by relevant experience
- 2 years' minimum experience within sports turf or horticultural background
- Proven track record for at least 2 years as an experienced grounds person
- Award(s) in the Safe use of Pesticides Application Modules PA1 and PA6A
- Experience working with a Synthetic Sports Training Facility
- Manual Handling Techniques and Awareness Training
- A valid UK driving licence is essential with D1

### **Safeguarding Children**

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times and to attend relevant safeguarding update training including off job and online courses. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the

safety or welfare of children in the School s/he must report any concerns to the Designated Senior Leader.

### **Physical & Working Environment**

- Working outside in extremes of temperature
- Use of potentially dangerous chemicals and equipment
- Working at Height with ladders
- Heavy manual handling
- Due to the nature of the role, grounds staff are subject to a health assessment to ensure they are physically able to complete their duties

### **Additional Information**

#### **The Role**

- Full time position, 52 weeks per annum
- Full time salary will be in the range £23,000 to £25,000 gross per annum dependent upon experience and qualifications
- Free lunch during term time
- Contributory Pension Scheme to which the College contributes 6%
- Free car parking on site
- Use of the College Fitness Suite outside of school hours
- Access to confidential 24-hour counselling helpline
- Child Care Vouchers
- Eye Care Vouchers
- Support with professional development

#### **Working Time**

Monday-Friday 8.00 am – 5:00 pm in the summer months and 7.00 am to 4.00 pm in the winter months, inclusive of a one-hour unpaid lunch break each day. These times are approximate and may change. There may be a requirement for Saturday working to water plants etc. in the summer months and time off in lieu would be given in line with the TOIL policy.

#### **Dress code**

Grounds staff are required to dress in accordance with the clothing requirements set out in the Health and Safety at Work Act to ensure their duties are accomplished without prejudicing the health and safety of themselves or others. Uniform is provided and must be worn at all times while on duty so that all staff present a neat, tidy and professional appearance.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.