

BROOMHILL BANK SCHOOL

JOB DESCRIPTION

JOB TITLE: Groundsperson/Landscaper

REPORTING TO: Site Manager / Head of School

PRIMARY PLACE OF WORK: Broomhill Bank School (North) site in Hextable and Broomhill Bank School (West) site in Tunbridge Wells

SALARY RANGE: Kent Range 4

DIRECTED HOURS: 37 hours per week, 52 weeks per year (including 25 days paid holiday, plus Bank Holidays)

EFFECTIVE DATE OF JOB DESCRIPTION: October 2023

JOB PURPOSE	
	To undertake duties regarding the site and grounds to ensure a safe living and working environment. To maintain the grounds throughout the year.
MAIN ACCOUNTABILITIES	
1.	Undertake general work and grounds maintenance around the site as requested by the Site Manager, to ensure the site is a safe environment for students, staff and visitors.
2.	Undertake daily and seasonal maintenance of the site grounds, including mowing, planting, clearing and pruning.
3	Maintain the premises including fields, play areas, woodland, meadows and undeveloped areas across both school sites.
11.	Assist staff with the organisation of fund-raising events or other school events including those taking place out of school hours, e.g., moving furniture, organising car parking.
12.	Assist the Site Manager when necessary. Be prepared to be on call if Site Manager is absent.
13.	Comply with Health & Safety, Fire Regulations and other school policies.
14.	Attend meetings where relevant to ensure the school's needs are met.
STAFF DEVELOPMENT AND SUPPORT	
1.	Training to normally take place during directed hours, which may include time on designated INSET days.
2.	Full participation in regular CPD and review meetings.
3.	Positive approach to improving job skills and performance.
OTHER	
1.	Positively promote and enhance the profile of the school to all visitors and external agencies whenever possible.
2.	Treat information relating to all school matters as strictly confidential at all times and adhere to the Data Protection Policy.

3.	Raise any issue, concern or grievance relating to this employment directly with the Director of Business and Estate in the first instance.
4.	Any other duties that may reasonable be required by the Head of School or Governors.
5.	You may be required from time to time, in line with the need of the school, to work at either BBS(W) or BBS(N).
6.	Review this JD with the Director of Business and Estate annually. Any changes will be made following consultation.

Broomhill Bank School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for Children.

Broomhill Bank School recognises diversity and welcomes applications from anyone with relevant qualifications and knowledge.