



Wouldham All Saints Church of England Primary School

Worrall Drive, Wouldham, Rochester, Kent, ME1 3GE
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Headteacher : *Mr Carl Fitter B-Ed(Hons) NPQH*

Job Description – Grounds Keeper/Assistant Caretaker

Date : February 2022

Responsible to the Head teacher.

Hours: 15 hours per week. 52 weeks of the year (with holiday entitlement to be taken during school holiday periods). Some flexibility in working pattern.

Purpose:

To work under the direction of the Headteacher and caretaker, providing a safe, smart and effective environment for children.









Responsibilities and main duties :

Provide a grounds service to include;

- 🚧 Maintaining site landscaping.
- 🚧 Maintaining lawns, trees, shrubs, flowers, and turf.
- 🚧 Trimming trees, hedges and shrubs, and preventing and eliminating weeds.
- 🚧 Operating and maintaining equipment, such as loppers, saws, mowers (both hand and ride on) and shovels efficiently.
- 🚧 Utilizing insecticides and chemical sprays to treat diseases and weeds.
- 🚧 Complete sports markings and maintain external sports fixings/equipment such as goal posts.
- 🚧 Keeping grounds free from litter and debris.
- 🚧 Check and clear gullies and drains.
- 🚧 Liaise with Caretaker to order any necessary materials or equipment for the work to be carried out, collecting them or having them delivered to ensure the work can start on time.
- 🚧 Maintain tools and equipment to ensure they are kept in good working order.
- 🚧 Maintain sit on mower in a clean and safe state and ensure adequate supply of fuel.
- 🚧 Ensure working areas are left clean and tidy at the end of each day and at the end of the job to ensure a safe environment is maintained.
- 🚧 Ensure the correct safe storage and/or disposal of chemicals and other substances hazardous to health (COSHH) as required for school duties.

Assistant Caretaking; Assist the caretaker to...

- 🚧 Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required.

-  Act as a designated key holder, providing out of hours and emergency access to the school site.
-  Unlock the school site for 7:00am and the checking of security of gates, doors and windows before locking at the end of the day.
-  Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
-  Undertake general repairs and maintenance of the buildings and site.
-  Undertake general portage duties, including moving furniture and equipment within the school and grounds.
-  Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified.
-  Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
-  Any other reasonable activity that is required under the direction of the head teacher.

These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher and following consultation with you.