



# GROUNDSKEEPER

## VALLEY INVICTA ACADEMIES TRUST

JOB DESCRIPTION	
<b>Job Title</b>	Groundskeeper
<b>Grade</b>	VIAT 4
<b>School / Department</b>	Trust
<b>Base</b>	Maidstone Campus
<b>Hours</b>	37 hours all year round
<b>Reports to</b>	Ray Hare
<b>Accountable to</b>	Pete Sargent

## Job Summary

The key function will be to undertake all grounds related activities in order to meet the needs of the whole school site and the PE Department and to ensure that the grounds are maintained to an excellent standard and to provide a good impression to all visitors to the school, parents, students and staff.

In addition as a member of the site team to undertake a range of premises duties concerned with the school premises and ancillary duties to support the operation of the school.

## Key Working Relationships

- Director of Estates
- Site Team
- PE Department
- School Colleagues

## Key Responsibilities

- Maintaining and developing the playing fields;
- Inspection of all goal posts, pitches and hard court areas;
- To supervise the marking out all sports pitches and hard court areas;
- Setting up all pitches and hard courts for the school day and for matches;
- Planning the maintenance and renovation of the playing fields and pitches;
- Co-ordinating mowing contractors and undertaking where necessary all grass cutting;
- Painting and maintaining all posts (Rugby, football and hockey);
- Keeping the fields and associated areas free of litter;
- To ensure all grass, hedges, within the school grounds are kept in a maintained and cut condition;
- All curb lines are blow/swept and kept clean;
- Assist with maintaining the register of all the grounds equipment;
- Schedule testing and maintenance of all the grounds maintenance equipment in the school in accordance with current guidelines;
- Advise on the repair or replacement of faulty equipment;
- Health and safety requirements including auditing equipment and outdoor spaces risk assessments and method statements for work to be undertaken;
- Attending to grounds maintenance contractors working on site;
- Use the Academies tractor and drag brush in keeping the 3 G pitch brushed on a weekly basis;
- Keeping all areas used for sports clear of leaves, and litter, and in exceptional circumstance snow;
- Taking charge on a rota basis of external lettings of school buildings and school sports facilities at weekends only;
- Maintaining and developing the whole school site;
- Maintaining the appearance of the grassed and planted areas of the inner school areas;
- Control of weeds, moss and ivy around the school site;

- Making sure that all lawns and hedges are maintained and tidy;
- Sweeping the front entrances to the schools and keeping free of vegetation debris;
- Site duties;
- To undertake a range of duties to assist in day to day maintenance of the school premises and furnishings – for example when bad weather prevents groundskeeper duties being undertaken or when workload permits;
- To assist the rest of the site staff with their general duties.
- Assist with manual tasks as required including the moving and setting up of furniture for school functions and exams.

## **Safeguarding**

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

## **Equality and diversity**

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

## **Statement**

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION		
AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>School qualifications/NVQ or experience of a similar level.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous relevant experience as a Grounds person or similar;</li> <li>Experience of mechanical repairs and the ability to mend machinery and make small repairs;</li> <li>General driving experience.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school setting</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of grounds maintenance;</li> <li>Knowledge of minor maintenance and repair;</li> <li>Knowledge of how own job fits into the activity and role of the area/site;</li> <li>Understands and able to apply Health and Safety procedures relevant to the job such as:               <ul style="list-style-type: none"> <li>Manual handling;</li> <li>Safe use of machinery and/or equipment;</li> <li>COSHH ;</li> <li>First Aid and Hygiene Practice</li> </ul> </li> <li>lone working procedures and responsibilities;</li> <li>Able to recognise and to deal with emergency situations;</li> <li>Will need to undertake training to keep knowledge up to date.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>To take pride in work acknowledging own limitations and seeking help when required.</li> </ul>	<ul style="list-style-type: none"> <li>Proficient technical and practical skills;</li> <li>Ability to deal with everyday problems and to identify which problems should be referred to the Head Ground Person.</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>The ability to work well as part of a team;</li> <li>A flexible and enthusiastic approach to work;</li> <li>Must also be able to work without supervision and prioritise workload according to fixture lists and weather conditions.</li> </ul>	