

# Five Acre Wood Grounds Worker

**Hours: 37 hours per week, 8am to 4pm, term time only plus 2 weeks**

**Reports to: Facilities Manager**

**Pay grade: KSD plus FAW allowance**

## **Job Description**

### *Purpose of Job:*

To upkeep and maintain all external areas and facilities of the school including grass, shrubs, trees, path ways, hard standing, play surfaces, equipment, play equipment, fence lines and gates.

### *Principal Accountabilities:*

- Undertake routine preparation and maintenance work on sports facilities and surfaces. Undertake all preparatory and cultivation work to maintain safe quality playing surfaces.
- MUGA set up for sports events and play times.
- Set up for sports day and events, ensuring field lines are appropriately marked.
- Operate and maintain vehicles and equipment as required for grounds maintenance.
- Ensure the safe use, storage, calibration and disposal of pesticides and other similar substances.
- Promote the Health and Safety of self and others. Respond to emergencies and ensure work area is kept clean, tidy, safe and secure at all times.
- Carry out daily spot checks of all areas of the grounds, acting on defects and reporting concerns.
- Recording of health and safety checks, to include perimeter fencing, equipment and play equipment.
- Daily clearing of all grounds (to include car park and playground), to include rubbish collection and clearing, debris and animal foul removal, and sweeping. Use of relevant machinery.
- Play areas and canopies kept free from unwanted / lost equipment (including balls and toys), ensuring access remains clear at all times.
- Maintain grass areas and field to include mowing and strimming around curriculum hours.
- Maintenance of hedges, verge areas, entrance, clearing of brambles, and general site tidiness.
- Establish a program for weed control, to include weed clearance and spraying to all areas to eliminate unwanted weeds.
- Empty car park bins and sweep around bins as required. Ensure school bins and signs are washed and sanitised periodically.
- Maintain fences, ensuring painting and staining is up to date.
- Jet wash path ways and hard standing as required, ensuring surfaces are safe and slip free.
- Ensure wooden structures and benches are maintained and weather proof.
- All outside facilities maintained in a tidy and good working order, including play equipment, sand and bark areas.
- Create and review an annual plan to improve the school site – submit to Facilities Manager and SBM for approval.
- Snow clearing and grounds preparation in all extreme weather conditions. Flexibility of hours will be required to ensure the site is safe and clear from snow and ice during extreme weather (early start).
- Ensure the site is looking attractive and welcoming.
- Planting.
- Weeding.

- Maintenance of sensory garden.
- Create and maintain outstanding learning environments for pupils.
- Periodic visits to Sixth form to assist with garden area.
- Assembly of furniture.
- Ensure all trees and bushes are maintained, including pruning, removal of waste and lower tree branches removed as appropriate.
- Appropriate and safe use of all tools, power tools and equipment.
- To be responsible for the maintenance and upkeep of grounds equipment, reporting any faults to the Facilities Manager.
- Procurement and ordering of goods and services ensuring best value is achieved and school procedures are followed.
- Clean school vehicles and minibuses as required.
- Assisting facilities team as required including setting up for meetings and events.
- Any other adhoc task deemed appropriate by Facilities Manager and SLT.

This post is mainly based at Loose but covers all Five Acre Wood School sites – currently Loose, Snodland and Oxford Road.

#### **Safeguarding and promoting the welfare of the child**

- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Work within the framework of school policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.
- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.

#### **Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.**

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

#### **Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.**

- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

#### **Administration / other - Prepare and keep clean materials and undertake minor clerical duties.**

- Participate in the school's performance management process.
- Participate in training and other learning activities and performance development as required.

#### **Health & safety**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

## Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS / TRAINING</b>	<ul style="list-style-type: none"> <li>Full UK driver's license</li> </ul>	<ul style="list-style-type: none"> <li>MPTC Pesticides PA1, PA6 Spraying License and/or Level 2 NVQ in Horticulture</li> <li>Grounds related qualification / accreditation</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Grounds Work</li> </ul>	<ul style="list-style-type: none"> <li>Experience in relevant areas of health and safety, in particular COSHH</li> </ul>
<b>KNOWLEDGE</b>		<ul style="list-style-type: none"> <li>Knowledge in relevant areas of health and safety, in particular COSHH</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>Good communications skills</li> <li>Very good level of physical fitness to cope with the requirements of the role</li> <li>The successful candidate will be reliable, proactive and responsible for providing a high level of quality workmanship ensuring the grounds, facilities and gardens of the school are maintained to a high standard and are in a good, safe condition for school use.</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Organised</li> <li>Being discrete, professional, respectful and friendly</li> <li>Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations</li> <li>Ability to work successfully as part of a team</li> <li>Confidentiality</li> <li>To be committed to the school's policies and ethos</li> <li>To be committed to continuing professional development</li> </ul>	
<b>EFFORT/ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline</li> <li>To assist with ensuring Safeguarding policies and protocols are correctly followed</li> </ul>	

**Acknowledgement of Receipt of Job Description**

- I have received a copy of the job description for Grounds Worker and have read and understand the duties and responsibilities.
- I understand that the duties and responsibilities in the job description are subject to change at the discretion of my employer at any time.
- I understand that my signature below indicates that I have read and understood the above statements.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_