



# BREDON

## SCHOOL

### **JOB DESCRIPTION**

**Job title:** Grounds person

**Department:** Estates

Bredon School is looking for a Groundsperson to join the team. This will be a new role. The successful candidate will need to work with the Assistant Bursar - Estates to raise the standards of the grounds year on year. This will include maintenance of the sporting provision: 2 rugby pitches, 1 football pitch, 1 cricket pitch, grass running track and throwing areas, long jump, archery range, shooting range and multiple use games area tarmac.

#### **The Role:**

- To work on the maintenance of the grounds and gardens of Bredon School including preparation of the site for the different sports that are played throughout the year.
- To present the grounds to a high standard.

#### **Specific Duties of the Post:**

- Planning a schedule monthly and annually to maintain the playing surfaces in a suitable condition for the particular sport in season at that time (including setting out and marking pitches).
- Planning a schedule for maintenance of grounds equipment and ensuring that all plant and machinery are kept in good working order.
- At the end of each season erecting and dismantling relevant goals etc.
- Maintenance of goals, sight screens and storage areas.
- Maintenance of boundary fences, hedges, ditches, verges, car parks and paths.
- Care and maintenance of trees on site to include low level pruning, clearance and replanting.
- Maintain the gardens as instructed, including the flower beds, hanging baskets, tubs and pots, summer and winter bedding plants, wildlife area and mow and strim grass areas.
- To grit paths and clear snow with other site staff as needed.
- Maintain and clean machinery and arrange for equipment to be serviced as required.

- To liaise with the Assistant Bursar- Estates with respect to bookings for external groups to use the school grounds.
- Conduct and maintain a stock record for all departmental materials and chemicals.
- Maintain a daily log of work activities carried out during the school calendar year.
- Knowledge of and adherence to all Health & Safety Regulations.
- To be responsible for your own personal health and safety and to report any accidents or other aspects of safety to the Assistant Bursar Estates.
- To report to Assistant Bursar Estates/Maintenance Supervisor, issues related to health and safety with respect to the grounds.
- To monitor and report any security issues relating to grounds to the Assistant Bursar Estates/Maintenance Supervisor.
- To carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility as requested.

### **Generic Accountabilities**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

### **Safeguarding Children**

In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, the post holder will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

### **Confidentiality**

During the course of employment, the post holder will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

### **Data Protection**

During the course of employment, the post holder will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and properly applied to pupil, staff and school business/information.

### **Hours of Work**

This is a full-time role; generally Monday to Friday. A seasonal work pattern is required, which will generally be April to October (8.00 am to 6.00 pm), November to March (8.00 am to 3.00 pm). Occasional weekend work may be required.

Attendance at all Inset days and Open Days as directed by Line Manager is expected.

You will undertake other such specific duties which may from time to time be reasonably assigned by the Bursar.

**Remuneration:**

Competitive and depending on experience.

**Person specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Level II Sportsturf qualification and preferably Level III (or working towards)</li> <li>● Full driving licence (Essential)</li> </ul>	<ul style="list-style-type: none"> <li>● Relevant qualifications in horticulture</li> <li>● IOG National Technical Certificate</li> <li>● PA1 and PA6A pesticide application certificates (desirable) Knowledge of correct use of pesticides (training can be provided if necessary)</li> <li>● An appropriate grounds or gardening qualification such as RHS General Certificate in Horticulture or similar</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>● Experience of operation of all grounds maintenance machinery including strimmers, hedge cutters, mowers and tractors.</li> <li>● Good horticultural knowledge.</li> <li>● Knowledge of agricultural machinery.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working in a large school environment</li> </ul>
<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>● Ability to work outdoors all year round in all weather conditions.</li> <li>● The ability to remain calm in a busy and demanding environment, excellent communication skills and a flexible attitude to working hours.</li> <li>● Commitment to equal opportunities.</li> <li>● Ability to work without direct supervision and own initiative and prioritise own workload.</li> <li>● Willingness to undertake further training and learn new skills.</li> </ul>	

Personal Attributes	<ul style="list-style-type: none"><li>● Cheerful disposition</li><li>● Team player</li><li>● Flexible</li><li>● Sense of responsibility</li><li>● Professionalism and integrity</li><li>● Dedication and enthusiasm</li><li>● Good problem solving skills</li><li>● Highly motivated</li><li>● Self starter</li><li>● Good record of attendance and punctuality.</li><li>● Reasonable physical fitness</li></ul>	
---------------------	--	--