



Westcliff High School  
for Boys

# **JOB DESCRIPTION**

## **GROUNDSKEEPER**



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### SALARY

Spinal Point 3 (currently £18,887)

**Commented [MMS1]:** I think this needs some more details i.e. is this the actual annual amount etc

### JOB DESCRIPTION

The Groundskeeper will be accountable to the Facilities and Premises Manager, and through them, to the Headmaster. They will carry out any specific instructions given to them by the Premises Manager or the Headmaster.

The Groundskeeper will be responsible for:

- Preparing and maintaining to the highest possible standard all playing surfaces as required.
- Sweeping and collecting leaves to keep paths clear and safe, with particular attention to entry/exit gates.
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- Checking the condition of all external furniture including the benches, posts and fences. Reporting and repairing damages to the Premises Manager.
- Working closely with the Director of Sport to ensure that the needs of the Physical Education Department are understood and met.
- Erecting, dismantling and storing rugby and football posts and maintaining them in good condition, with assistance from caretakers or School Grounds contractor.
- Marking clearly and accurately all playing and training areas, including tennis courts and grids.
- Cutting the grass in the Quadrangles, lawns to the front of the School and other designated areas on a weekly basis during the growing season and ensuring prior to cutting that all litter or debris has been removed. Keeping both Quadrangles in excellent appearance, cutting and removing weeds.
- Making good of any areas facing unforeseen issues within the grounds, ie. incorrect markings, last minute events.
- Making good of any areas facing unforeseen issues within the grounds, ie. incorrect markings, last minute events.
- Ensuring that the flower beds and bushes at the front of the School (including the roundel) and in the East Playground are tended and trimmed to prevent weeds and overgrowth.

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- Maintaining mechanical equipment and, in consultation with the Facilities & Premises Manager, making appropriate arrangements for the servicing of equipment.
- Maintaining all planters and pots around the School site and, notably, at the front of the School.
- Preparing the grounds for any special events (such as Sports Day) in accordance with instructions received from the Facilities & Premises Manager.
- Keeping a full record of grounds equipment held, checking and updating the record on a regular basis and advising the Facilities & Premises Manager of any maintenance or renewal necessary of such items.
- ~~Walking the site's external perimeter and removing litter in accordance with a schedule provided by the Facilities & Premises Manager.~~
- ~~Working with the Facilities and Premises team during adverse weather conditions, such as snow and ice, to ensure the site is safe.~~
- ~~Assisting the caretakers with large set ups in the Main Hall or other reasonable tasks as determined by the School.~~
- ~~Assisting with weekend and/or evening lettings.~~
- Have due regard in relation of Health and Safety when undertaking duties

The Groundskeeper may be directed to undertake other tasks for general maintenance when weather conditions make the performance of normal duties impossible.

- ~~To assist caretakers with large set ups in the Main Hall.~~
- ~~Working with the team during adverse weather conditions, such as snow and ice, to ensure the site is safe.~~
- ~~Have a general understanding of Health and Safety.~~

## HOURS OF WORK

The Groundskeeper will work between 7.00am - 3.00pm (2.30pm on Friday) and each day will include a 30-minute break for lunch. Any extra hours worked, either during evenings or at weekends will be recognised through overtime payments although additional hour must be authorised in advance by the Headmaster.

The Groundskeeper will be entitled to leave amounting to 22 days each year in addition to statutory holidays, within School holiday time.

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# Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

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