



## JOB SPECIFICATION

**Title of Post:** Groundsman / Caretaker

**Responsible to:** Site Manager

**Purpose of Job:** To provide a full grounds maintenance service across the school property to ensure the School is well presented, welcoming and ready to use by students, staff and visitors and that the Schools policies and procedures are adhered to. Duties include garden maintenance, weed control, mowing, ride on lawn mowers, tractor, hedge cutters, line marking and renovation of pitches, managing sports surfaces, snow and ice clearance.

To support the Site Manager with other caretaking duties including portage, cleaning and maintenance as required and contribute as a team member towards providing an effective and efficient site support service, thus enhancing the standards of teaching and learning within the school.

## Duties and Responsibilities

- To be proactive in the monitoring of the school site and premises to ensure the school and site is well maintained, safe and secure for all users.
- Grass cutting, leaf blowing, pruning hedges and shrubs, small tree felling, planting, weed killer application, leaf/rubbish clearance and all other aspects of general garden maintenance.
- PA1/PA6 would be an advantage
- Level 3 Sports Turf Maintenance and Sports Ground Management is desirable.
- Mark out and white line courts/pitches as and when required
- Mark out car parking, playground and footpaths in the pupil and staff car parks as and when required.
- Ensure that grounds maintenance is undertaken in a cost effective and sustainable manner, including;
  - Assisting the Site Manager with the development of grounds maintenance schedules for amenity work
  - Carrying out appropriate quality checks and ensuring records of inspections are maintained in line with relevant departmental processes.
  - Ensuring materials and equipment are used safely and appropriately by any member of staff assigned to their supervision.
  - Ensuring that procedures are adhered to regarding the maintenance and care of work equipment.
- A full, clean driver's license is essential.
- To undertake the erection, dismantling and maintenance of sports equipment.
- Maintain the long jump, adding sand as and when required.
- To ensure the security of and access to the whole site, locking and unlocking buildings to allow access, acting as key holder in an emergency, setting and turning off alarms.
- To ensure effective communication and handover information with the Site team.





- To ensure work areas and the maintenance shed is kept clean, tidy and secure at all times.
- To support the cleaning team and carry out cleaning duties in accordance with the schools cleaning specifications as required. Areas to be cleaned will include toilets and showers, fixtures and fittings.
- To set out/remove exam desks as required.
- To operate specialist cleaning/site equipment as required.
- To ensure Health & Safety policies and procedures are adhered to.
- To undertake first line repairs and maintenance of fittings, fixtures and equipment, internally and externally as required.
- To respond to faults as requested.
- To move office and classroom furniture / equipment as required.
- To continually look at ways of energy savings, to ensure the building operates effectively and efficiently.
- To take delivery of stores, materials and other goods, ensuring deliveries are forwarded to the correct part of the premises.
- To carry out gritting and snow clearance duties during adverse weather conditions ensuring the School is safe for use.
- During periods of inclement weather, carry out maintenance of grounds and gardens' facilities and machinery and assist the school caretaking staff.
- To be a nominated first aider.
- Any other duties compatible with the post held and within the competence of the employee, which the Headteacher or Site Manager may reasonably require from time to time.

## General

- Fully participate and engage in the schools' Performance Management Procedures, taking personal responsibility for identification of learning, development and training opportunities in discussing with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the school's Equal Opportunity Policy.
- To maintain confidentiality in all school related matters.
- To promote and ensure the good reputation of the school.
- To work alone, subject to the school's Lone Working Policy.

## Notes

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
2. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. The job description may be changed to meet the changing demands of the school at the reasonable discretion of the Headteacher.
4. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.