



Job Description – Senior Grounds & Maintenance Person

Purpose of job:

The Post holder will maintain the school grounds to a high standard and will help to ensure the school complies with all current legislation relating to site safety and management. The post holder will promote and participate in achieving the most efficient and economic use of the school premises, facilities, and equipment.

Within this busy team, the postholder will need to promote a teamwork culture which encourages and supports hard work and success. This will include contributing to the vision and strategy for the school grounds and a commitment to achieving high standards.

Line Manager:

- Deputy Estates Manager

Responsible to:

- Estates Manager
- Director of Finance & Operations
- The Head
- The Deputy Heads
- The Governing Body

Other key relationships:

- Parents
- Pupils
- Colleagues
- The H&S Lead
- Contractors

Hours:

Some evening and weekend cover will be required to meet the operational needs of the school and to support events and lettings. Part of the on-call duty rota as a primary key holder.



Key responsibilities:

Site Maintenance:

- To maintain the site in a good state of repair, ensuring the grounds, gardens, roads, footpaths, buildings and facilities including the swimming pool, meet high standards under the direction of the Estates Manager and Deputy Estates Manager.
- The postholder will be expected to manage the workload relating to the grounds of the school, (which are both planned and reactive) in an effective and cost-efficient manner to ensure the objective of value for money in the day-to-day running of the site, and for coordinating these requirements and those of team members with the Estates manager and Deputy Estates Manager.
- Plan appropriate works relating to the school grounds and liaise with and help co-ordinate contractors, monitoring their performance and inspection of work carried out to ensure standards and services are met.

Fire, Security & Lockdown:

- Assist with regular fire drills and implement any relevant actions arising from them.
- Ensure internal security procedures are adhered to, reporting any breaches to the Estates Manager, including locking and unlocking the building at appropriate times.
- Monitor traffic onsite including adherence to school rules.
- Ensure effective lettings, including briefing clients on school closures and of change to evacuation and fire procedures.

Portering and cleaning:

- To help provide a portering and furniture moving service to ensure supplies are in place and school can operate smoothly.
- To help ensure the site is kept clean, tidy and attractive to minimise risks to the health and safety of those using the school site and to ensure activities of the school can take place in an environment suited to learning.

Transport

- To assist with the management of the fleet of school vehicles ensuring they are correctly serviced and maintained and safe to drive. Ensure the vehicles are parked in a secure area of the school.



Communication and teamwork:

- To participate in all necessary duty rotas within and around the school, being present during the hours are necessary to discharge effectively all professional duties. To treat children, always, in a manner consistent with specific school policies and the broader ethos of the school and to communicate with parents for advice, information and to promote learning.
- To maintain an appropriate and professional standard of personal appearance and to have respect for the confidential nature of the post.

Training:

- Participate in in-house training as part of career development, in line with the school's needs.
- Support school policies, procedures and development plans as defined by the school's Senior Leadership Team and Governing Body
- Ensure appropriate training requirements are maintained to enable effective performance in the role and provide certificates as necessary.

Health and Safety:

- Be aware and understand normal and emergency procedures at the school within the normal operating procedure and emergency action plan. Log incidents/accidents in line with the school's Health and Safety policy and undertake remedial action as required.
- Have regard to the health and safety of all children, staff, parents and visitors to the school to ensure a safe environment for all children, staff and visitors.
- To safeguard and promote the welfare of all children.

The postholder may be required to perform duties other than those given in this job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

