



## Mount St Mary's College / Barlborough Hall School

### Job Description

<b>Job Title:</b>	Grounds person
<b>Department:</b>	Grounds
<b>Location:</b>	Mount St Mary's College and Barlborough Hall School
<b>Hours of Work:</b>	Seasonal hours
<b>Responsible to:</b>	Grounds Supervisor

### Job Purpose:

The Grounds person works under the direction of the Grounds Supervisor to ensure that all the grounds, gardens and sports pitches of both schools are kept to an appropriate high standard. With all activities undertaken in a safe, effective and cost efficient manner.

This is a physical, hands on practical role working across both schools and requires someone capable of working as part of a small team while also being able to use their own initiative in the delivery of high class grounds and sports facilities.

### Main duties and responsibilities:

- Work as part of the team responsible for the preparation and maintenance of a range of sports facilities as required seasonally, together with formal gardens, parkland areas, outdoor recreational areas, trees and hedges
- Drive vehicles and operate equipment as required for grounds maintenance work, after receiving suitable training
- Work to weekly, monthly and annual programmes to help ensure a consistent high standard of presentation
- Work as part of the team undertaking snow and ice clearance to ensure the school remains open and safe
- Identifying and reporting of any damage and making it safe across both sites
- Responsible for security and maintenance of grounds equipment
- Reporting stock levels to the Grounds Supervisor to ensure stocks are maintained
- Work additional hours as necessary dependent upon operational requirements this will include working occasional weekend particularly when match fixtures are being played and commercial and fundraising events are being undertaken
- Any other duties as reasonably instructed by the Grounds Supervisor or other senior staff

### Training and Development

With the Grounds Supervisor identify your training and development needs to ensure you are up to date with the latest procedures and requirements of the role, including Health & Safety procedures and precautions, COSHH regulations, manual handling and any other training deemed necessary to undertake the role in a safe and effective manner.

## **Health & Safety**

Under Health & Safety legislation, you have a responsibility to yourself and others for ensuring adherence to the School's Health & Safety Policy by:

- Reporting all accidents and unsafe situations immediately to your line manager
- Cooperating with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare
- Following any training you receive when using any work item provided

### **All School staff are expected to:**

- Work towards and support the School's vision and the current objectives
- Support and contribute to the School's responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures
- Value, promote and advance equality and diversity
- Work within and adhere to the School's health and safety policy to ensure a safe working environment for staff, students and visitors
- Adhere to Data Protection principles and policy, ensuring confidentiality of the School's activities is maintained to protect the integrity of the organisation and its people
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Undertake other reasonable duties commensurate within the grade as required from time to time

The above duties are not intended to be exhaustive and you may be required to carry out other duties commensurate with the post that are necessary to meet the needs of the School and maintain high standards of business practice.

This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder.

## PERSON SPECIFICATION

Grounds Person	Essential	Desirable	MOA
<b>EDUCATION &amp; TRAINING</b>			
Understanding of H&S issues relating to grounds, machinery and relevant equipment used within the department		*	A/I
Qualifications in chemical spraying		*	
Hold a First Aid qualification		*	A/I
Hold a full driving licence	*		A/C
<b>WORK EXPERIENCE</b>			
Experience within the horticulture or landscape industry		*	A/I
Experience of working in a small busy team to deliver a planned schedule of works		*	I
<b>SKILLS</b>			
Good communication skills	*		A/I
Organised, with the ability to prioritise workload and meet deadlines	*		I
<b>PERSONAL ATTRIBUTES</b>			
Self-Motivated and able to think for themselves	*		I/R
Ability to work as part of a team	*		I/R
Flexibility	*		I/R
Willingness to learn and undertake any necessary training	*		I/R
Observant – notices what needs to be done and takes appropriate action	*		I/R
A strong work ethic with a 'can do' attitude.	*		I/R
Be suitable to work with Children and Young People	*		I/R

Key: MOA = Method of Application; A = Application; I = Interview; Assessment = As; R = Reference; C = Certificate

May 2019