



SHEBBEAR COLLEGE

Job Description: Grounds Person

Reporting to: Head Operations, Finance and Estates

The Grounds Person is responsible for the oversight and upkeep of the sports pitches, sports facilities, grounds and gardens to the required high standards. This includes the maintenance and safe operation of grounds equipment and vehicles, and leadership of part time Grounds Assistant with specific responsibilities for maintaining the grounds and sporting facilities.

Main Duties and Responsibilities

Grounds, sports fields and pitches

- Maintain and manage all grounds and pitches including tennis courts and astro.
- Actively liaise with the Head of Sports to ensure that pitches and other sporting facilities are prepared to a high standard and are available as required.
- Setting up for sports fixtures to a high level and on schedule.
- Ensure all roads and pathways, signage, lawns, gardens, borders and woodland areas are always maintained to a high standard and show the school in its best light to the community at large.
- Have a good understanding of modern maintenance and renovation practices regarding a variety of sports and grass surfaces.
- Ensure external bins are emptied regularly and contents are moved to the bin collection area.
- Ensure the cardboard is bailed weekly for collection.
- Have a good knowledge of nutrient and chemical inputs and able to implement/design feeding and chemical programmes.
- Drive tractors with a variety of implements attached for grass maintenance and ground renovations.
- Display competency in all grounds machinery.
- Have a good knowledge of tree and shrub maintenance.
- Be responsible in icy/snowy weather for salting/gritting of paths, steps, slopes and car parks to help ensure the safety of all Shebbear College users and to enable the School to keep functioning in times of heavy snow falls by clearance of snow in key areas.
- Monitor the results of the grounds maintenance service and introduce processes and procedures in agreement with the Head of Operations, Finance and Estates, where necessary and appropriate.
- Keep the Head of Operations, Finance and Estates up to date and informed about all allocated areas of responsibility and report any significant problems as appropriate and within a reasonable time frame.
- Liaise with the Operations Manager on Lettings of the school and requirements for Grounds.
- Work with the Head of Marketing for Open Days and events.
- Make use of appropriate equipment and facilities in order to complete duties in the most efficient and effective way.

- Complete all duties effectively, efficiently, accurately, and within allocated deadlines.
- Support school events and Open Days as required, including occasional weekends.
- Contribute to the development of long-term plans for sustainability initiative.

Leadership

- Manage Part Time Grounds Assistant and ensuring appropriate cover is in place during term time and holidays.
- Encourage and enforce safe working practices and set positive examples.
- Conduct performance reviews and set performance targets for line managed staff.
- Ensure that Health and Safety systems are followed, checks are in place and compliance records maintained in line with school policies. This will include risk assessments and measures to ensure the safety of staff and pupils.
- Ensure that relevant staff have training in the use of equipment, chemicals, PPE, manual handling and any other relevant training.

Maintenance

- Ensure that all grounds vehicles and equipment are used to industry standards, meet H&S requirements and are routinely maintained.
- Repair and maintain sports equipment such as posts and nets.
- Ensure the security of the departmental vehicles, tools, machinery, buildings and equipment at all times.
- Ensure all drains and guttering are clear of debris on a regular basis.
- Ensure all paths, carparks, tennis courts are free of moss using the required chemicals at appropriate times of the year.
- Ensure all paths, carparks, tennis courts, astro pitch are free of fallen leaves and branches.
- Ensure all external windows and walls are clean using the required chemicals and equipment..
- Ensure a regular program is followed for the maintenance of the astro pitch.

Contractors

- Liaise with and procure external contractors as agreed with the Head of Operations, Finance and Estates.
- Act as the key point of contact for all grounds contractors and regularly review external contracts, ensuring value for money.
- Manage all aspects external grounds contract, ensuring that all required checks are completed in advance to meet regulatory compliance requirement, including the HSE and ISI.

Communication and working relationships

- Establish and maintain effective communication channels with all staff and pupils to maintain and promote the school's facilities.
- Establish a good working relationship with the Maintenance Team, Operations Teams, Sports and School Staff.

Personal Development

- To recommend and undertake training courses for career development.

General responsibilities:

- Be an emergency Minibus Driver.
- Maintain a smart appearance at all times in keeping with the School's image and wear the appropriate uniform in line with the schools image.
- Set a good example in terms of punctuality and attendance.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in team, departmental and School meetings as required.
- Undertake and document a performance review with the line manager in accordance with the School's performance management review process.
- Be aware of and comply with policies and procedures relating to behaviour management, child protection, equal opportunities, health and safety, confidentiality and data protection reporting all concerns to an appropriate person.
- Maintain appropriate confidentiality according to the School and legal requirements.
- Contribute to the overall ethos, work and aims of the School.
- Appreciate and support the roles of others.
- To have an awareness of the day- to- day issues within the School and ensure communication systems are effective between all relevant departments within the School.
- Promote equality as an integral part of the role and treat everyone with fairness and dignity.
- Carry out any other duties as may be reasonably required appropriate to the post.

Employees must be aware of the responsibility placed on them under the Health & Safety at Work Act (1974) to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, pupils and visitors.

This list is not exhaustive and is subject to change. The Grounds Person will be expected to fulfil any reasonable request made by the Head, Head of Operations, Finance and Estates and Senior Deputy Head