



REF NO: POL02

Head Groundsperson

Grade G, 37 hours per week, 52 weeks per year

Closing Date | 9.00am Friday 17th September 2021

Site Manager | Liam Grigg

Executive Headteacher | Richard Baker

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Job Description



Main Purpose of the Job

To take a lead role in the maintenance and tidiness of the school grounds, as well as the preparation and development of the school facilities, working under the direction of the Site Manager and Deputy Site Manager.

Main Duties and Responsibilities

- ▼ Operation and Maintenance (Poltair School and Penrice Academy) - to ensure the safe, efficient and effective operation of all plant and equipment and to maintain all grounds, facilities and equipment, whilst ensuring compliance with statutory and periodic testing requirements, including:
 - Keeping the school sites clean and tidy by sweeping, litter picking, emptying of external bins, grass cutting, pressure washing of hard areas, removal of leaves and debris from gutters and grounds.
 - To ensure the maintenance of planted areas by pruning, weeding, watering, and replanting as required.
 - To ensure the maintenance of boundaries, footpaths, roads and rights of way within the premises.
 - To contribute to other operational duties of the Site Teams as required, liaising with other Site staff to ensure smooth hand over of responsibilities.
 - To oversee the work of required Grounds contractors, scheduling routine servicing and maintenance of Grounds equipment and machinery.

- ▼ Health, Safety and Wellbeing – to ensure a safe, healthy and productive environment and service, including:
 - To ensure a safe system of work is in place for all activities within the scope of the role, underpinned by effective risk assessments.
 - Be fully knowledgeable of the Health and Safety regulations in the areas of responsibility and ensure compliance at all times, maintaining appropriate records.
 - To respond to emergencies when necessary in respect of accident, failure, break in, vandalism or weather as directed by the Site Manager or schools' Senior Leadership Teams.
 - To ensure safe pedestrian and emergency access, including during bad weather.
 - To actively promote safe practices of self and others, ensuring the use of Personal Protective Equipment as necessary.

- ▼ Sports Pitch Maintenance – preparation and maintenance of a range of sports facilities as required seasonally to support the schools' PE and Sport provision, including:
 - Ensuring all facilities and equipment are clean and safe for use.
 - Grass cutting of school fields and sports pitches, using relevant machinery and to the required standard.
 - Line marking of sports pitches / surfaces as required and in accordance with the relevant sports / seasons.
 - Supporting with set up of any sporting equipment as required, including preparation for sporting events.
 - The upkeep of hard courts through routine sweeping and surface water removal.

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General Responsibilities for All Employees

- ▼ To attend staff meetings and Trust-based INSET as required.
- ▼ The post holder is responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ▼ To be aware of and work in accordance with the Trust's child protection policies and procedures, in order to safeguard and promote the welfare of children and young people, and to raise any concerns relating to such procedures that may be noted during the course of duty.
- ▼ To remain aware of and work in accordance with all relevant Trust working practices, policies and procedures.
- ▼ To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, Disciplinary and Grievance Policies and national legislation (including Health and Safety and Data Protection).
- ▼ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- ▼ To undertake any other duties as reasonably required by the Headteacher, to ensure the efficient and effective operation of the School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date of appointment but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.



Person Specification



Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> ▼ Previous experience of grounds maintenance work ▼ Level 2 NVQ, GNVQ or GCSE qualifications or suitable trade qualification ▼ Experience in using a range of horticultural machinery ▼ Industry recognised training for the use of relevant machinery 	<ul style="list-style-type: none"> ▼ Health and Safety Training / Qualification ▼ Experience of sports pitch maintenance/pitch marking ▼ Lifting and manual handling training ▼ First aid qualification ▼ D1 Minibus Driving Licence
Knowledge & Skills	<ul style="list-style-type: none"> ▼ Relevant practical skills ▼ Effective organisation and communication skills ▼ Adaptable and able to work on own initiative ▼ Good standard of practical skills and knowledge of grounds maintenance work ▼ Sound knowledge of Health and Safety and Risk Assessments 	<ul style="list-style-type: none"> ▼ Good standard of practical knowledge, skills and experience of grounds maintenance work in a school or similar environment ▼ Basic machinery maintenance knowledge
Personal Qualities	<ul style="list-style-type: none"> ▼ A strong commitment to safeguarding children and young people; full awareness and knowledge of current national legislation for safeguarding and child protection ▼ To believe in the importance of team work and a collaborative approach, to be able to contribute effectively to a team and build supportive working relationships with colleagues ▼ Ability to undertake physically demanding work ▼ Discreet, reliable and honest ▼ Willingness to undertake training as required 	

