



JOB DESCRIPTION and PERSON SPECIFICATION

SECTION: Grounds Maintenance **GRADE: 3**
 within Facilities
 Management

JOB TITLE: Assistant Grounds **DATE EVALUATED:** July 2022
 Person

DIGNITY AT WORK: To show, always, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the school.

MAIN PURPOSE: To assist the Senior Grounds Person with the management of the grounds of St Mary's College. This will include all aspects of grounds care and maintenance as detailed in the principal accountabilities.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

1.	To promote and safeguard the welfare of children and young people.
2.	Grass cutting (using pedestrian and ride on mowers) including strimming.
3.	Hedge cutting and general care.
4.	Tree work (crown lifting, felling and planting).
5.	Academy field work including installation and maintenance of football, rugby and athletics tracks.
6.	General gardens; caring for plants and shrubbery as well as open areas.
7.	Use and maintenance of hand and power tools.
8.	General tidying of pathways and roads within the premises.
9.	Litter picking and weed control.
10.	To continually (as required) undertake necessary training as provided by the College, in all aspects of grounds maintenance work.
11.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust (and in support of the Site Team).

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff:

None.

2. Responsibility for Students/Staff/Customers/Clients:

Responsible for conducting duties effectively to ensure the safety of others as well as working to appropriate safety standards and code of conduct.

3. Responsibility for Budgets:

None. Personal responsibility for the efficient use of services and job-related products.

4. Responsibility for Physical Resources:

Fixed and portable equipment and tools, utilities and services, IT equipment.

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within Service Area/Section:

Site colleagues and to maintain collaborative working relationships with all school staff and all site users.

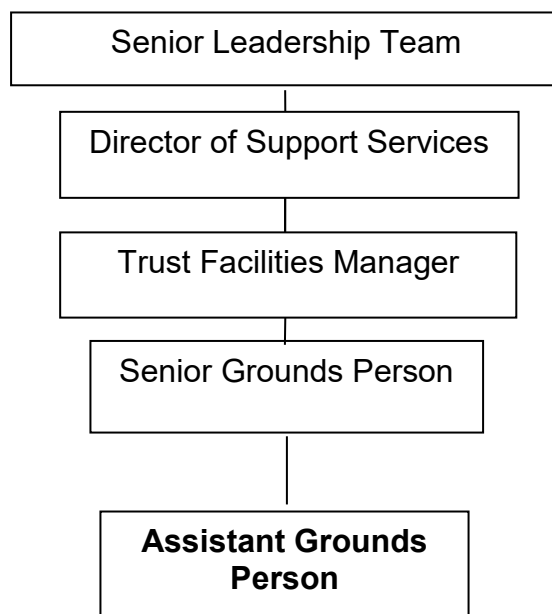
2. With Any Other School Areas

Maintain collaborative working relationships across the Trust.

3. With External Bodies to the School

Maintain good working relationships with equipment providers and maintenance/servicing contractors, police, community user groups and other public services.

ST MARY'S COLLEGE ORGANISATION CHART:



	<i>Tick relevant level for each category</i>						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day-to-day office environment).			X				
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day-to-day office environment).			X				
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day-to-day office environment.		X					

PERSON SPECIFICATION		Tick relevant column		List code/s*
		Essential	Desirable	How identified
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>				
1.	Qualifications:			
1.1	GCSE's or equivalent in literacy and numeracy	X		AF/I/CQ
1.2	Full clean car driving licence (must have to operate triple cylinder mower)	X		AF/Drivers Licence
1.2	Qualifications in grounds or garden work		X	AF/CQ
1.3	Required to undertake studies ultimately leading to nationally recognised qualifications grounds or garden work qualifications (if not already attained – will be undertaken during employment)	X		AF/CQ
1.4	Health and Safety at Work Certificate ((if not already attained – will be undertaken during employment)		X	AF/CQ
1.5	Safeguarding Level 1 (if not already attained – will be undertaken during employment)	X		AF/I/CQ
1.6	First Aid at Work (if not already attained – will be undertaken during employment)	X		AF/CQ
2.0	Relevant Experience:			
2.1	Experience of plants/trees/shrubs and general garden care	X		AF/I/R
2.2	Experience of using hand and power tools and using pedestrian and ride on mowers.		X	AF/I/R
3.0	Skills (including thinking challenge/mental demands):			
3.1	Ability to work on own initiative (under established policies and agreements).	X		AF/I/R
3.2	Manual dexterity to be able to use all relevant tools.	X		AF/I/R
3.3	Ability to work as part of a team and follow line management direction.	X		AF/I/R
3.4	Motivation to work in the service of children and young people.	X		AF/I/R
3.5	Listening skills/Learning Skills – must be able to read and follow written instructions, as well as verbal instructions	X		AF/I/R
3.6	Ability to form and maintain appropriate working relationships and personal boundaries with children and young people.	X		AF/I/R
3.7	Ability to undertake agreed work and follow up until completion.	X		AF/I/R
4.0	Knowledge:			
4.1	Knowledge of plants/trees/shrubs and general garden care.	X		AF/I/R
4.2	Knowledge of the use of hand and power tools and using pedestrian and ride on mowers.		X	AF/I/R
4.3	Knowledge of the safe use of pesticides		X	AF/I/R
4.4	Knowledge of health and safety at work		X	AF/I/R

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5.0	Interpersonal/Communication/Verbal Skills:			
5.1	Flexible.	X		AF/I/R
5.2	Friendly and approachable manner.	X		AF/I/R
5.3	Ability to respond in a polite and helpful manner to all site users.			AF/I/R
5.4	Ability to communicate effectively with line management, site team and other school staff.			AF/I/R
6.0	Written Skills:			
6.1	Ability to write basic records/reports (e.g., incident reports).		X	AF/I/R
6.2	Ability to draft and amend risk assessments.		X	AF/I/R
6.3	Basic computer skills.	X		AF/I/R
7.0	Physical Skills:			
7.1	To be at a level of physical strength and fitness in order to undertake the essential tasks associated with grounds/gardening work.	X		AF/I/R

The requirements listed below are not considered during the job evaluation process but are essential requirements for the role that will be assessed during the recruitment process.				
8.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	X		DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	X		AF (after short listing)