



St George's Academy

“Aiming high to achieve excellence for all”

ACADEMY GROUNDS PERSON/SITE ASSISTANT Job Description

Salary:	NJC Scale 3
Hours:	37 hours per week
Contract type:	52 working weeks per year
Responsible to:	Estates Manager

Part time hours / part year working can be considered.

PURPOSE OF JOB

The Groups Person / Site Assistant will:

- Provide an efficient grounds maintenance service for the school in accordance with work specifications. Primarily this will include responsibility for developing and maintaining the courtyards, beds, borders, and wider external environment of the Academy to a very high standard.
- Work as part of the wider Estates team. There are frequent occasions when the team provides mutual support and/or works on projects and specific tasks under the direction of the Estates Manager.
- Support the Estates Manager and contribute as a team member towards providing an effective and efficient site support service, thus enhancing the standards of teaching and learning within the school.
- Provide an on-site service, including security of the premises and its contents, heating and lighting of the premises, portage and minor maintenance repairs. This will involve working across all sites.

The Site Team are responsible for the day-to-day operational management, safety and security of the school site. The Site Team are responsible for ensuring that the school is well-maintained, safe and secure site for all users.

PRIMARY RESPONSIBILITIES, TASKS AND DUTIES

All responsibilities, tasks and duties to be carried out in line with Academy guidelines and policies

Grounds Maintenance

- To carry out gardening duties safely, thoroughly and with the minimum amount of supervision.
- To maintain courtyards to a very high standard.
- To maintain and improve the soil in borders and beds.
- To design, develop and maintain borders and beds.
- To be responsible for planting and maintaining shrubs, climbing plants and flower beds.

- To be responsible for keeping external areas clean, tidy and presentable and to a high standard at all times. This will include sweeping, edging, controlling weeds, pruning and litter picking. Maintenance of the lawn areas is undertaken by external contractors.
- Liaising with external contractors, this may include contractors providing gardening and or general maintenance support.
- Supporting the Estates Team in maintaining hard landscaping and play surfaces. This may include gritting and clearing leaves, ice and snow from roads and paths.
- Providing regular progress reports to the Estates Manager.
- To maintain and safely use mechanical equipment, including mowers, hedge trimmers and strimmers, as well as hand tools.
- To maintain a tidy and safe work environment, ensuring all equipment, machinery and buildings are kept secure and in good order.
- To report faulty or damaged equipment or potential hazards identified.
- To work safely and in line with health and safety requirements and regulations at all times.

Site Assistant

- To carry out caretaking duties as directed by the Estates Manager or other designated person.
- Assisting with car parking duties as required.
- To carry out minor / first fix repairs where necessary commensurate with the grade / skills / experience of the post holder, prioritising work as appropriate, to ensure a safe environment is maintained. Such works will be undertaken with supervision and guidance available via the Estates Manager and / or Assistant Site Managers.
- To liaise with contractors regarding cleaning, maintenance / services and repair works. This will include the supervision of approved on-site contractors to ensure the smooth operation of maintenance work on all campuses.
- To be health and safety conscious, reporting any pertinent Issues to the Estates Manager immediately and taking corrective action where appropriate.
- To assist the Estates Manager in carrying out and record Fire Safety checks in accordance with current Fire regulations.
- Maintain a working knowledge of the Intruder and Fire security alarms installed.
- Liaise with Reception to receive goods and supplies and distribute as necessary, moving items to an appropriate area to keep passageways clear and hazard free.
- Move such items of school furniture as required, with due regard to current Health & Safety and Moving and Handling regulations. This will include but is not limited to setting up desks and chairs for examinations / special events and packing away on completion.
- Must remain contactable at all times during working hours. This will also include responding to any emergency calls.
- To be responsible for monitoring and recording accurate records of defects and minor new works using the agreed Estates team electronic recording system.
- To be responsible for ensuring the overall cleanliness of the academy and grounds if required.
- To attend meetings with the Estates Manager / team as required to ensure that there is good communication within the Site Team.
- Be aware of, and report as necessary, security issues should they arise.
- To undertake emergency cleaning duties, which arise during the Academy day as directed. This may include any issues that arise in the absence of the Academy contracted cleaners.
- To drive (if qualified) the Academy minibuses / van on an ad hoc basis and if required to meet service need.
- To undertake any other task deemed necessary by the Estates Manager or Designated Person as may be required from time to time commensurate with the grade as appropriate.

GENERAL

- To be responsible for personal continued professional development and take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To adhere to Health and Safety Regulations
- To keep confidential any issues related to St George's Academy which are deemed confidential
- To participate in appropriate meetings
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- To make a positive contribution to the wider life and ethos of the school
- To uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- To support equal opportunities and promote anti-discriminatory practice

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their team's or the school's development and improvement. All members of staff must be prepared to work flexibly, undertaking aspects of colleagues' work of a similar or lower level of complexity, in order to ensure:

- **Cover of the school's needs throughout the day**
- **Appropriate cover for colleagues when absent for any reason**

All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the Academy. This includes helping to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

All Academy Staff are expected to make themselves familiar of the Academy Policies and Procedures and to adhere to these. These can all be found on the Academy X Drive.

This job description may be amended from time to time in discussion with the post holder.

PERSON SPECIFICATION

Academy Grounds Person / Site Assistant

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. EXPERIENCE	<ul style="list-style-type: none"> Completed mainstream education to GCSE level Experience of working in a team. Experience in gardening for a company Experience of working with tools and undertaking general maintenance activities. 	<ul style="list-style-type: none"> Experience of working in an Educational setting. Experience of working in a general maintenance role/gardening role. Experience of working in a Site Assistant site role. Experience of site maintenance Experience in Plumbing and Electrics 	Application Application Application/Interview Application/Interview
2. KNOWLEDGE	<ul style="list-style-type: none"> Understanding of health and safety requirements of a large site and the ability to recognise and take action to avoid potential risks under Health & Safety legislation An understanding of good manual handling techniques Working knowledge of Microsoft Office Suite Understand the importance of safeguarding within a school environment Knowledge of data protection and confidentiality procedures 	<ul style="list-style-type: none"> Knowledge of specialist equipment and materials 	Application/Interview Application/Interview Application/Interview Interview Interview
3. SKILLS AND APTITUDES	<ul style="list-style-type: none"> Have the ability to work calmly under pressure. Able to work on own initiative whilst anticipating the wider consequences of decisions and know when to refer upwards. 		Interview Interview

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
	<ul style="list-style-type: none"> • Problem solving – ability to respond to problems and identify solutions. • Excellent communication skills, both verbal and written. • Flexible with effective time management skills. • Able to manage a physically demanding schedule 		Interview Interview Interview Interview
4. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Minimum of 2 GCSE's. Must include English and Maths from 9-4 grades or equivalent or be able to demonstrate a willingness to work towards achieving these qualifications • Willingness to undertake training and development related to the post. • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Relevant NVQ qualifications and / or experience to carry out duties competently • Pesticide Application Pa6; Horticultural Qualifications/Experience 	Application form Interview Application form
5. ATTITUDE AND MOTIVATION	<ul style="list-style-type: none"> ▪ Demonstrates accountability and ownership for own work duties and activities and carries them out to a high standard and with integrity. ▪ An ability to work within a team environment and be supportive of the overall team effort. ▪ Self-motivated, pro-active and able to work in a very autonomous way, being able to manage own workload, with strong organisational skills ▪ Flexible and adaptable ▪ A 'can do' approach. ▪ Ability to travel to work across the Academy's two campus sites. 		Interview Interview Interview Interview Interview Application and Interview