



TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

At Town Close School we value our individual pupils and staff for the breadth and variety of their talents. Town Close aims to provide an engaging and creative learning environment that enhances children's moral, social, physical and academic development in preparation for their future lives..

JOB DESCRIPTION

TITLE OF POST: GROUNDSPERSON

ACCOUNTABLE TO: HEAD OF GROUNDS

ROLE PURPOSE:

This is a key role within the School grounds team and the post holder is responsible under the direction of the Head of Grounds for the care, maintenance and development of the sports fields and facilities, lawns, landscape beds, driveways and trees.

A. MAIN DUTIES AND RESPONSIBILITIES

- To be responsible for the irrigation, pruning, planting and care of shrubs, plants and trees within the School grounds to the high standards set by the Head of Grounds.
- To understand and use safely all items of powered and manual equipment such as mowers, blowers and hand tools.
- To sow, repair and maintain grass and prepare sports facilities for games on a regular basis and make sure the areas do not dry out or become water logged.
- To undertake occasional light duty routine maintenance on tools and equipment used.
- To communicate effectively and courteously with teachers, pupils and other members of staff and the general public.
- To be conversant with and comply fully with health and safety requirements and protocols relevant to the tasks of the role.
- To be responsive and helpful to requests and concerns, demonstrating a flexible and 'can-do' approach, referring on to Head of Grounds where appropriate.
- To regularly sweep up litter and maintain high standards of presentation of the grounds.
- To support the needs of the wildlife within the grounds and under the direction of the Head and Grounds, to assist in educational activities of the pupils in these matters – e.g. planning sessions.
- To be willing to undertake tasks regardless of weather conditions.

- To follow plans and construct the necessary requirements for the School's and stand at the Norfolk Show.
- To be willing to undergo further training as required.
- To bring issues of concern to the Head of Grounds, e.g. accidents, near misses, where damage is occurring to plants, trees, shrubs, lawns or where there are concerns about machinery.

B. GENERAL RESPONSIBILITIES

- It is important that all members of Town Close staff are flexible and prepared to undertake other duties as appropriate to the grade and skills of the post holder in order to maintain the efficient running of the School.
- Duties may vary between term and school holiday periods.
- To become familiar with and use any relevant equipment and systems as required for the duties of the post.
- The post-holder will attend relevant training as identified by the Head of Grounds/Bursar to meet the requirements of the School. It is expected that the knowledge and skills acquired from attendance at such training will be shared and applied within the team as appropriate.
- The post holder is expected to personally comply with the statutory provisions of health and safety at work legislation and School policies and to always work in a safe manner and not to put self or others at risk.
- It is a requirement that all employees of the School maintain confidentiality of information acquired in the course of undertaking their duties here.
- To comply with the core values of the School.

PERSON SPECIFICATION – GROUNDSPERSON

	ESSENTIAL	DESIRABLE	Assessed From:
Qualifications	Good standard of general education – literacy and numeracy	HND or equivalent NVQs in Horticulture or Landscape Management. Use of herbicides – PA1 & PA6 CS30: Chainsaw maintenance and cross cutting IOSH Health and Safety IOG Cricket – Parts A & B	Application
Experience	Experience of grounds maintenance and gardening and safe use of relevant equipment	Experience of undertaking risk assessments Experience of herbicide application	Application Interview References
Knowledge and Skills	Knowledge and understanding of horticultural equipment and machinery and experience in their use.	Basic knowledge of relevant health and safety Driving licence	Application Interview References
Disposition and attributes	Reliable, punctual and hard working Enthusiastic with a positive outlook Flexible and adaptable, able to multitask and occasionally to provide cover beyond the standard hours. Good communication skills Able to work on own initiative as well as in a team Attention to detail	Personable and able to communicate enthusiasm for wildlife, conservation and the environment to others (e.g. children)	Interview References

	<p>Flexible and adaptable, able to multitask</p> <p>Trustworthy, able to respond to safeguarding needs of children and young people</p> <p>Responsible, able to work sensitively and responsibly with children and raise any safeguarding concerns</p> <p>Discretion</p> <p>Must be physically fit to undertake the duties of the role – lifting, bending, stooping, working at height, working out in all weather conditions, manual dexterity.</p> <p>Total commitment to safe working</p>		
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