



Role Profile: Grounds Assistant

Purpose

To assist in promoting the education and welfare of pupils, having regard for the aims and objectives of Milbourne Lodge School and its policies. Reporting to the Operations Manager via the direct instruction of the Premises Manager, you will keep the site safe and secure. Working alongside the Premises Manager you will cover general grounds and site maintenance, driving the school minibuses, site security, portage, minor repairs, and health and safety. This is a full-time, all year-round role and premises staff work on a shift rota to accommodate out of school hours activities and lettings.

Key Accountabilities

- General maintenance of the grounds, premises and play areas ensuring a safe, secure, clean and well maintained environment. To include hedges, fences, pathways, lawns and flowerbeds, as well as fixtures, fittings, furniture and all minor repairs.
- Operating and maintaining grounds equipment, such as mowers, strimmer's and leaf blowers.
- Reporting all accidents and potential hazards arising from plant, equipment and fittings, reporting all defects and taking remedial action as required.
- Sports field maintenance (working along side any third party contractors as required)
- Brushing of the astro turf facilities and maintenance of the playground, conducting regular inspections to ensure the safety and quality of these play surfaces.
- Drive the school minibus to transport pupils to and from school and for offsite activities as required.
- Unlocking and/or securing the premises at the start and end of the day including the opening and locking of gates, doors and windows as appropriate and/or requested.
- Responding to fire and intruder alarms ensuring that the necessary actions are taken to minimise risk of further intrusion and damage, pending more permanent repairs.
- Morning and afternoon drive management to ensure smooth running and efficient drop off and collection of pupils.
- Maintaining the swimming pool and specialist facilities (training will be given).
- Ensure all gates and entrances are kept clear, including the clearing of ice and snow in adverse weather conditions.
- Ensure all visitors and contractors report to reception in line with the School's Safeguarding procedures.
- Assisting with monitoring of contractors on site, including cleaning and ensuring safety procedures are adhered to and work completed satisfactorily.
- Testing fire alarm and other alarms weekly and maintaining alarm testing log.

- Erecting and putting away large outdoor equipment.
- Removing and storing of seasonal equipment and furniture as required.
- Assisting with large display mounting, moving of classroom and shared area furniture.
- Providing support to school events such as Speech Day, Open Mornings and annual Summer Fête.
- Occasional weekend attendance in addition to the above.
- Assist with any other duties as directed by the Head or Operations Manager.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Good general qualifications including GCSE English and Maths or equivalent Full, clean driving licence 	<ul style="list-style-type: none"> Level 2 qualification in Horticulture PA1 and PA6 Spraying certificates Chainsaw certificate (CS30) Health and Safety qualifications Pool Plant Maintenance qualifications/ training
Skills	<ul style="list-style-type: none"> Excellent time management skills Ability to build positive relationships with a wide range of people and work as a team Excellent attendance record High attention to detail Practical skills, these may include gardening, carpentry, painting and decorating, and plumbing repairs within own capability and in line with agreed health and safety procedures and guidelines 	<ul style="list-style-type: none"> Ability to drive the school minibus (PSV full training will be provided)
Experience	<ul style="list-style-type: none"> Grounds maintenance experience or similar Experience of using a variety of power, hand and maintenance tools and machinery 	<ul style="list-style-type: none"> Experience of working in a school environment Health & Safety Day to day maintenance and operations
Other	<ul style="list-style-type: none"> Excellent communication skills Self motivation Have a 'can do' attitude and a willingness to get involved Ability to work flexibly to ensure appropriate site cover is maintained during and beyond the school day 	<ul style="list-style-type: none"> ICT skills including MS Office

Key Stakeholders:

Internal – SLT, staff, pupils, parents

External – SCC Operations Team

Signed: Name (print):

Date: