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## Job Description & Person SPECIFICATION

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| **Group:** | EDUCATION AND LIFELONG LEARNING |
| **Division:** | School Support and Improvement |
| **Section:** | Access and Inclusion |
| **Sub Section:** | Learning Support Service |
| **Post Title:** | Grounds person |
| **Vision Post Number:** |  |
| **Grade:** | Grade 4 – 0.4 days |
| **Responsible to:** | Headteacher |
| **Posts Reporting to this Post:** | None |
| **CRB Required Level:** | Enhanced |
| **Qualification** |  |
| **Location:** | Ysgol Hen Felin |
| **Date of Description:** |  |

**Key Objectives**

* **To be responsible for maintaining the cleanliness and orderliness of the school grounds.**
* **To manage the outdoor spaces throughout the school premises.**

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**Overall Purpose of the Post:**

To be responsible for keeping the facilities and grounds of the school clean, safe and in good order. The primary duties include carrying out ground maintenance, removing litter and ensuring outside spaces are maintained in good order.

**Duties:**

While a Ground Keeper supports general cleaning and maintenance, their primary duties and responsibilities go beyond maintaining grounds and include:

* Regular grass cutting to maintain all areas around the school.
* Clearing rubbish, weeds, and debris on the school grounds.
* Cleaning entrances, paths and walkways around the school grounds.
* Watering all flowers and plants on the grounds.
* Weeding, trimming, and mulching plants using gardening tools.
* Cleaning the school’s grounds by removing rubbish and litter.
* Taking care of all groundskeeping supplies, tools and inventory.
* Ensuring the grounds are clean, safe and usable by pupils, staff and visitors.
* Removing dirt on pavements and driveways.
* Taking on special landscaping or planting projects as deemed necessary.
* Painting fences, gates, equipment as deemed necessary.

**The successful candidate will have:**

In-depth understanding of grounds maintenance and upkeep needs

Ability to maintain a clean and functional workspaces

Ability to lift or move heavy equipment in line with manual handling procedures

Organisation skills and ability to multitask

Ability to work well with others

Ability to work under minimal supervision

Ability to use lawn mowers and power tools

**Professional Development and Standards in the Service**

• Is adequately aware of policy, legislative and professional requirements to ensure appropriate standards in their area of responsibility.

To ensure all equipment is maintained appropriately and kept in good working order.

• Ensures that all records are up to date and available if required.

• Ensures strict compliance with health and safety standards and adheres to operational guidelines ensuring equipment is checked and working correctly in accordance with safety standards.

• Adhere to all policies and procedures and safety standards at a times.

**Building and Maintaining Working Relationships**

• Form strong positive working relationships with staff teams.

• Demonstrate a supportive and reciprocating work style including strong empathy with pupils.

**Team Working**

• Work in collaboration with the school caretaker to ensure the grounds and surrounding areas are maintained effectively.

• Participate in training and developmental opportunities as identified and agreed.

To carry out health and safety responsibilities in accordance with the Divisions health and safety responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, Headteacher, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

*Protecting Children and Vulnerable Adults is a core responsibility of all staff. Staff are expected to alert their line manager to any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person, or Vulnerable Adults.*



PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

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| **ATTRIBUTE** | ESSENTIAL | **DESIRABLE** |
| KNOWLEDGE /EDUCATION | Knowledge of gardening techniques.  Knowledge of gardening products such as fertilisers and pesticides**.**  Accurate use of literacy and numeracy |  |
| EXPERIENCE | Experience of working as a Grounds person or similar role |  |
| **COMPETENCIES** |  | |
| 1. **Working with Team Members** | * + Asks for support when needed.   + Contributes to a strong team spirit of shared responsibility and cooperation. | |
| 1. **Communicating Effectively** | * + Communicates clearly and effectively.   + Uses style of language that others (e.g. children, young people, community representative, managers, professionals) can clearly understand. | |
| 1. **Earning Pupils Trust** | * + Is person centred, and empathetic in responding to individuals' emotional and psychological wellbeing.   + Maintains clear professional boundaries whilst demonstrating a clear understanding of the service users' issues. | |
| 1. **Working with Change** | * + Is willing to try new ways of working and is flexible to them.   + Makes changes and ideas a reality, and helps to make them work. | |
| 1. **Achieving Results** | * + Is able to work effectively when under pressure.   + Is flexible, can switch tasks/roles/priorities to deal with new demands changes or new information. | |
| 1. **Encouraging Professional Development** | * + Is open to alternative methods of development e.g. training, coaching, reading, mentoring, experimental learning.   + Participates in regular reviews and supervisions to identify goals and areas for development. | |
| SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS | Commitment to professional development in the field of Additional Learning Needs including accredited specialist training.  Must have regard to all school Safeguarding and Health and Safety requirements. | |