



King's Schools

TAUNTON

JOB DESCRIPTION

Title of Post: Grounds Person – King's College

Responsible To: Operations Manager

Reports To: Grounds & Gardens Manager

Hours of work: Core time is Monday to Friday, 8.00am to 4.30pm (with 30 mins for lunch). These times will be subject to variation as the needs of the Schools arise.

Job summary:

Under the direction of the Grounds & Gardens Manager or Lead Gardener (depending upon task), to provide a professional grounds maintenance and gardening service that provides the upkeep and high quality appearance of the grounds and gardens. Working at both King's College and King's Hall School.

Duties and responsibilities:

- To work as part of the grounds team but also within the gardens team when required, in order to achieve a high standard grounds and gardens maintenance service.
- To undertake grounds duties including:
 - Routine preparation and maintenance work on a range of sports facilities and surfaces including grass and artificial surfaces.
 - Setting up sports pitches and amenity surfaces.
 - Undertaking minor construction and landscaping work
 - Operating a variety of turf machinery and powered hand tools, ensuring equipment is regularly maintained
 - Undertaking a range of horticultural operations such as applying fertilisers and weed control
 - Maintaining hedges around the site
 - Applying salt in icy conditions and clearing snow when required
 - Clearing leaves during the autumn and winter months
 - Maintaining the school gardens to a high standard
- This is a broad summary of tasks and responsibilities to be carried out within this role. The Post Holder may be asked to carry out duties of a similar nature bearing in mind their capabilities. The Post Holder must undertake any reasonable task requested of him/her by the Grounds & Gardens Manager or a senior member of the School staff.

Training

- To be responsible for your own continuing self-development and maintain and update knowledge by attending training courses/programmes annually or as and when required.

- Provide training, induction and mentoring of staff new employees as and when requested.

Appraisal

- The post holder will receive an appraisal and performance review at least annually, involving the post holder and the Grounds & Gardens Manager with the Operations Manager acting as 'Grandparent'.

Health & Safety at Work Statement

- It is the responsibility of all staff to be aware of their duties under the Health & Safety at Work Act and under specific local or departmental health & Safety policies.

General:

- Promote and safeguard the welfare of children and young persons with whom you come into contact
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the Schools
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of King's Schools Taunton.

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post.

Agreed by:

Name:

Signature:

Date:

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL <i>These are qualities without which the applicant could not be appointed.</i>	DESIRABLE <i>This information could be used to differentiate applicants.</i>	HOW IDENTIFIED
Qualification	Maths GCSE English GCSE	NVQ level 2 in sports turf or grounds & gardens related subject or equivalent.	Application form/ interview
Skills & Knowledge	Ability to work on own initiative or under pressure Ability to use IT systems		Application form / interview
Experience	Previous experience as a Grounds or Gardens person	Previous experience of preparing sports surfaces Previous experience of preparing cricket pitches.	Application form / interview
Personal competencies and qualities	Self-motivated and dedicated Ability to communicate with staff, parents, visitors, pupils and members of the public Willingness to be adaptable and work unsociable hours as required by the role		Interview