

JOB DESCRIPTION

GROUNDS OPERATIVE

Reports to: Grounds Manager

Responsible to: Estates Bursar

Contract: Permanent and full-time

Salary: £11.44 per hour (12.04 an hour will be payable for suitably qualified and experience individuals). Salaries are reviewed annually with effect from 1st September.

Contracted hours: 40 hours per week. During the winter period from October to March the working pattern will be Monday to Friday, 8.00am to 4.30pm with a 1-hour lunch break. During the summer period from April to September, the working pattern will be Monday to Friday, 8.00am to 5.00pm with a 1-hour lunch break.

You will also be required to work approximately 13 Saturday morning (8.00am to 11.45am) during the School year. This is subject to the School's calendar and will be according to the Grounds work rota.

1. Role Purpose

To be a part of the Grounds Department providing a full range of grounds maintenance and landscape duties to St Edward's. The role holder will also work alongside the Logistics and Maintenance teams which are a part of the Estates Department

2. Role Dimensions and Scope for Impact

The School sits on a vast 100-acre estate that is split between two sites, 'quad' and 'field' side and includes a number of large sports fields and pitches. The role is crucial in supporting the maintenance of the School's grounds.

3. Principal Accountabilities

Core Responsibilities

- To undertake routine maintenance work on the School grounds and lawns, residential areas and sports surfaces as detailed on work schedules, job tickets or as directed by the Grounds Manager.
- To assist in the preparation and presentation of all sports pitches (including mowing of the cricket wickets) and related sports equipment including erection and dismantling.
- To undertake hedge maintenance and planting.
- To carry out general tasks including turf care, planting shrubs, pruning, general maintenance of footpaths and collecting litter.

- The safe use and operation of equipment and machinery used in grounds maintenance adhering to health and safety procedures and training.
- To take corrective action on mechanical defects or breakdown of equipment, when considered appropriate by the Grounds Manager and under his supervision.
- To drive grounds' vehicles around various sites belonging to the School.
- To provide support for School activities relating to other departments and undertake other duties as directed by the Grounds Manager, Estates Bursar or Bursar.

Other Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.
- This job specification is current at the date shown. It will be reviewed from time by the Bursar to ensure that it remains current and the School reserves the right to make reasonable changes.

4. Key Performance Measures

- Grounds maintenance is undertaken in a planned, balance and timely manner.
- All grounds tasks are completed to a satisfactory standard.
- Performance feedback.

5. Knowledge, Skills, Experience and Personal Attributes

Qualifications

NVQ2 or higher (or similar qualification) in a relevant or associated area	Desirable
A full driving licence	Desirable

Knowledge and understanding

A good understanding of basic Botany	Desirable
A good understanding of basic Turf Management	Desirable

Skills

A good command of the English language	Essential
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Experience

Previous relevant experience or an interest in grounds work/gardening	Essential
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Personal attributes

Commitment to safeguarding children and young people	Essential
Commitment to continuous professional development	Essential
Willingness to commit to the School's aims and values	Essential
Commitment to equity, diversity and inclusion and understanding how this applies to the role	Essential

Ability to work as part of a team and to use initiative and work autonomously when required	Essential
A flexible approach to work and a willingness to carry out a variety of tasks	Essential

6. Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's office (ICO) for the purpose of UK General Data Protection Regulations (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

7. Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service.

8. Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

9. Holiday

Annual holiday entitlement will be 25 days per year, plus bank holidays (although please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given). The School's holiday year runs from 1st September to 31st August. All holiday, unless in exceptional circumstances agreed by the Grounds Manager, should be taken during the School's holiday periods. As the School closes completely over the Christmas/New Year period, staff are required to take 5 days of their holiday entitlement to cover this period.

10. Pension

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme offering the following three tiers:

	Employee contribution rate (‘You’)	Employer contribution rate (St Edward's School)
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

11. Probationary period

The appointment is subject to a probationary period of three months.

12. Organisation Chart

