



JOB DESCRIPTION & PERSON SPECIFICATION

Groundsperson & Assistant Maintenance Officer

Job Description The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	To maintain the grounds and playing fields of the School to the highest standard for the safe enjoyment of pupils, staff, visitors & guests. To assist the School maintenance team with maintenance duties as required.
Line management responsibility to:	Maintenance Supervisor
Line management duties and responsibilities:	N/A
Main duties and responsibilities:	<p>Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact with.</p> <p><u>Groundsperson Duties</u></p> <ul style="list-style-type: none"> • Mowing, edging, seeding & weeding of lawns and grassed areas. • Removal of leaves during autumn and winter periods. • Edging of pathways as and when necessary. • Keep hedges neat and tidy. • Maintain reception area to present a good first impression to all visitors. • Keep paths and walkways clear, tidy and free from obstruction or slip hazard. • Keep work area clean & tidy at all times, ensuring tools and equipment are kept secure at all times. • Visual checks of perimeter fencing and repairs where required • Operate necessary machinery safely • Complete and record regular checks on all machinery used for work • Arrange and record regular servicing of all machinery used • Maintain and use appropriate PPE where required <p><u>Paths and Steps</u></p> <ul style="list-style-type: none"> • Carry out daily checks to ensure that pathways and steps are clear of any debris, fallen leaves, ice etc. • Grit paths and steps during icy periods ensuring a safe pathway is maintained around the school and car park. • Clearing of snow from paths, steps and car park.

	<ul style="list-style-type: none"> • Keep pathways clear of leaves and any other hazard. <p><u>Trees and shrubs</u></p> <ul style="list-style-type: none"> • Carry out and record regular visual checks on trees and shrubs for any damage and disease report any significant findings to line manager. • Keep trees and shrubs trimmed and neat as necessary. • Arrange expert tree surgery when necessary. <p><u>Borders and flower beds</u></p> <ul style="list-style-type: none"> • Maintain all flower beds and borders throughout the school according to the seasonal planting calendar. • Plan and budget any redevelopment of planted areas and provide costed proposal to Finance and Facilities Manager <p><u>Playgrounds & Sports Facilities</u></p> <ul style="list-style-type: none"> • Keep hard playground surfaces clear of moss and any other debris, including sweeping of loose gravel. • Complete and record regular checks of grassed play areas and rectify potholes, mole hills and other hazards. <p><u>Assistant Maintenance Officer</u></p> <ul style="list-style-type: none"> • Weekly check and record gas bottles and oil tank levels • Ensure outside recycle and general waste bins are emptied regularly and the area is kept clean and tidy • Assist with the moving of any school equipment as and when necessary. • Deliver any large packages to the appropriate locations. • Assist with setting up of rooms for seminar and training days. • Provide an escort for any visitors as required • Keep grounds maintenance work area clean and tidy. • Assist with any general maintenance tasks as required. <p><u>Health & Safety</u></p> <ul style="list-style-type: none"> • To promote high standards of health & safety in the workplace, ensuring that the School's Health & Safety Policy and procedures are followed and that all defects are reported in a timely manner. • To co-operate with the employer in all matters of health & safety; to ensure that safe working procedures and instructions are followed and that items/equipment provided in the interests of health & safety e.g. Personal Protective Equipment are used at all times as directed and that any defects are reported without delay.
Working Hours	<ul style="list-style-type: none"> • Monday to Friday 08.00am – 4.00pm (40 hours per week including 1 hour paid lunch break) • 6 weeks paid annual leave plus bank holidays. • Participate in 6 Inset Days a year and other training as necessary during school holidays

December 2025

You may also be required to undertake such other comparable duties as members of the Leadership Team requires from time to time.

Person Specification The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	<ul style="list-style-type: none"> • NVQ Level 2 Horticulture • City & Guilds NPTC or other recognised qualification in one or more of the following: strimming, hedge cutting, ride on mowing. 	<ul style="list-style-type: none"> • Chainsaw Certificate • First Aid qualification 	Production of the Applicant's certificates
Experience:	<ul style="list-style-type: none"> • Minimum 2 years practical experience working as a grounds and/or maintenance person or in a similar role. • Experience of grounds maintenance, gardening and/or caretaking duties • Experience of using grounds maintenance equipment e.g. lawn cutters, strimmer, hedge trimmers, chain saw. 	<ul style="list-style-type: none"> • Experience of working in school desirable. 	Contents of the Application Form Interview Professional references
Skills	<ul style="list-style-type: none"> • Ability to work as part of a team • Good communication skills. • Ability to follow instructions – written and verbal. • Good verbal & written skills. • Car Driver, with access to car and current driving licence. 	<ul style="list-style-type: none"> • Formal training in Manual Handling • Formal training in use of ladders 	Contents of the Application Form Interview Professional references
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of health & safety legislation and best practice. • Knowledge of plants, shrubs & trees. 		Contents of the Application Form Interview Professional references

Personal competencies and qualities	<ul style="list-style-type: none"> • Ability to work to timescales. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	<ul style="list-style-type: none"> • Enthusiasm for the work and keenness to learn. • Flexible attitude to work. • Ability to work alone without supervision. • Emotional resilience. 	Contents of the Application Form Interview Professional references
--	---	---	--

December 2025