



CHESHAM PREPARATORY SCHOOL JOB DESCRIPTION

GROUNDSPERSON/MAINTENANCE ASSISTANT

Responsible to: The Estates Manager and the Bursar

The Groundsperson is responsible for the day-to-day maintenance of the school grounds, reporting directly to the Estates Manager, who in turn reports directly to the Bursar. The Estates Team is in place to ensure the upkeep and look of the buildings and grounds, which also includes a vital role within the school's health and safety programme and the site security.

Responsibilities and duties

- Maintenance of school gardens and pitches, including mowing, strimming, pruning etc.
- Landscape maintenance by planting flowers, grass, shrubs and bushes.
- Cutting down tree limbs that are posing a danger.
- Gritting and treatment of walkways, car parks and paths as necessary to maintain a safe environment for all members of the community at all times of the year.
- Marking out of all sports pitches and keeping them well-maintained to a high standard.
- Planning the maintenance and renovation of the playing fields and pitches. Liaising with and supervision of grounds maintenance contractors on regular grass and drainage treatment.
- Maintenance of the cricket wicket.
- Keeping the fields and front of school clear from litter, leaves and snow etc.
- Working with various different types of machinery.
- Schedule the testing and maintenance of all the grounds maintenance equipment in the school accordance with current guidelines.
- Advising on the repair or replacement of faulty equipment.
- Maintaining the astroturf.
- Scheduling the maintenance and upkeep of the sports pitches with external contractors.
- Undertake handyperson's duties as directed by the Estates Manager.
- To monitor stock levels of consumable items such as grit, petrol etc and arrange to replenish supplies in accordance with current procedures.
- Assisting moving large items such as staging and tiered seating according to the HSE guidance.
- Car park duties, when required.
- To establish effective working relationships with professional colleagues and associate staff, both teaching and non-teaching.
- To undertake a range of duties as determined by the Estates Manager and Bursar.

Discipline, Health and Safety

- Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Emphasise and ensure the highest standards of safety and safe methods of working in such areas where potential hazards exist.
- Demand high standards of work and behaviour and where these are not observed use encouragement and where necessary sanctions to obtain the required improvement.
- Communicate to pupils that they must take a reasonable attitude to the books and equipment with which they have been provided and that they will be charged for any damage inflicted on school property.
- Notify the Designated Safeguarding Lead of any concerns regarding children's safeguarding or welfare.
- Be responsible for taking reasonable care of your own safety, that of pupils, visitors, temporary staff, volunteers and contractors. Co-operate with the Head, the Bursar and members of the Senior Management Team in order to enable the Governors to comply with health and safety duties, reporting any risks or defects to the Bursar.

Professional Development

- Participate in the school's Appraisal and Professional Development scheme as implemented by the Head and School Governors.
- Attend all INSET days as requested by the Head.
- Review from time to time work processes and continue to develop additional skills.
- Participate in arrangements for further training and professional development as a member of the marketing and admin team.

Professional Standard

- Behave professionally at all times. Support the school. Foster and help to develop the school ethos, values and standards.
- Maintain acceptably high personal standards of appearance, behaviour and punctuality. Set a good example for all children to follow.
- Adhere to appropriate and relevant school policies. Be aware of the school mission statement and ensure that your actions are not in conflict with this.
- Observe the school's code of professional conduct.

This role is a regulated activity as defined by the disclosure and barring service.