

## GROUNDS OPERATIVE – JOB DESCRIPTION

<b>Department</b>	Facilities (Grounds team)
<b>Main purpose of role</b>	<p>The Facilities department oversees the sites belonging to The Princethorpe Foundation. It does so by giving operational autonomy and responsibility to individual schools whilst providing support and expertise via a team of Foundation-wide managers. Supervisors at each school support senior leaders by overseeing and coordinating the effective day to day function of the relevant estate. This hybrid role will work closely with the Grounds Supervisor and the Site Supervisor at Princethorpe College to perform a range of tasks supporting the daily function of the site. It will primarily involve duties around the grounds but there will also be a need to support event set ups/pack downs, tidying, locking and securing of the building at times. The role will involve a range of maintenance and landscaping tasks such as mowing, strimming, planting, pruning, woodland management, sport facility maintenance and preparation. The role is also crucial in ensuring a fully functioning, organised, clean, litter-free, tidy, secure and well-maintained site for use by its many stakeholders.</p> <p>Grounds Operatives must take pride in providing a safe and high-quality working, learning and recreational environment. They will strive to provide a class-leading service to staff, pupils and visitors and be helpful, trustworthy and reliable. They must be physically able and willing to complete a range of tasks from basic maintenance of machinery to regular compliance checks and work with a range of tools. Grounds Operatives are key in supporting the daily college operations such as litter picking, emptying bins and traffic supervision. The successful applicant will be provided with a range of initial and ongoing skill development and Health and Safety training.</p>
<b>Reporting to</b>	Grounds Supervisor
<b>Departmental Information</b>	<p>The Princethorpe Foundation incorporates Princethorpe College, Crackley Hall School, Little Crackers Nursery and Crescent School. Their aim is to provide a 'Foundation for life' by creating wonderful environments to learn and work. The Facilities department (which encompasses Grounds) is a team of multi-skilled individuals working across these sites to operate and maintain all facilities and ensure health and safety compliance.</p> <p>The team aim to provide noteworthy achievements that are always well-planned and well-finished. We encourage everyone to adopt an ethos of excellence and efficiency and challenge ourselves to be sensitive and sustainable in our strategy.</p> <p>The organisation, known for its friendly, welcoming and open atmosphere, employs staff with a very wide variety of expertise and specialisms. Working for the Princethorpe Foundation would give a great chance to learn and develop in a fast-paced environment with no two days being the same.</p>
<b>Key duties and responsibilities</b>	<ul style="list-style-type: none"> <li>● Proactive and reactive ground maintenance and landscaping tasks</li> <li>● Communicate effectively to ensure that the staff and pupils receive an excellent service</li> <li>● Support with the unlocking, locking and securing of facilities, equipment and compounds</li> <li>● Complete general maintenance, compliance checks and planned preventative maintenance to ensure the site and its resources are well presented, safe and functioning at all times</li> <li>● Complete tasks which keep the site clean, litter-free and tidy</li> <li>● Support set up and pack down for events e.g. admissions events, functions, assemblies, open days, fairs etc</li> </ul>

	<ul style="list-style-type: none"> <li>● Ensure that the grounds areas used for lessons and co-curricular such as sports pitches, astro, outdoor classroom, courts etc are cleaned, serviced, set-up and ready for use</li> <li>● Support managers with the planning, preparation and completion of specific projects</li> <li>● Complete and sign off all set tasks within the timeframes, updating and communicating progress if required</li> <li>● Support and supervise contractors as required</li> <li>● Support car parking and specific duties including bus duty</li> <li>● Assist and monitor groups who are hiring facilities</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>● Comply with all health and safety procedures and attend all training courses to assist the management in creating a safe working environment as part of the Foundation's endeavour to promote a good health and safety culture</li> <li>● Driving Foundation vehicles, potentially including transporting pupils and/or equipment</li> <li>● Gritting, salt spreading and snow clearing (when required)</li> <li>● Support the delivery of key events and emergency rota's outside of contracted working hours (overtime or TOIL to be claimed)</li> <li>● Perform regular, scheduled duties to support the arrival and departure of the college bus service</li> <li>● Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post</li> </ul> <p>The Foundation reserves the right to amend these duties from time to time according to business needs</p>
<p><b>Safeguarding Children</b></p>	<p>The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's child protection policy statement at all times.</p> <p>If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Deputy Head (Pastoral) or the Headmaster.</p>
<p><b>Mandatory training</b></p>	<ul style="list-style-type: none"> <li>● Safeguarding training</li> <li>● Health &amp; Safety induction</li> <li>● Other regular H&amp;S training as set</li> </ul>
<p><b>Hours and place of work</b></p>	<p>The role is full time, 52-weeks per year for 37.5-hours per week (with a 1-hour unpaid break per day). The working pattern is predominately Tuesday to Friday, 09:30-18:00 and Saturday 07:30-16:00.</p> <p>Some flexibility will be required in respect of working hours but there are also opportunities for additional work to support key events and opportunities to earn overtime/time of in lieu.</p> <p>This role is based at Princethorpe College. There may be occasions where the post holder is required to support ad-hoc duties at other Foundation sites. The Princethorpe Foundation has the right to change the role location as required but will always seek mutual agreement.</p> <p>Benefits include 25 days holiday per annum plus bank holidays (pro rata) to be taken during the Princethorpe Foundation school holidays. In addition, the Foundation sites are formally closed between Christmas and New Year and staff are not currently required to</p>

	<p>work during this period. Christmas Eve is also currently given as a family day if it falls during the working day.</p>
<b>Salary</b>	<p>The starting salary for this role is offered at D5 of the Princethorpe Foundation support staff scale, currently £12.88 per hour, £25,106.25 per annum full-time equivalent by negotiation, depending on qualifications and relevant experience</p>
<b>Safeguarding</b>	<p>The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's child protection policy statement at all times.</p> <p>If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school must report any concerns to the Deputy Head (Pastoral) or the Headmaster.</p>

<b>PERSON SPECIFICATION</b>		<b>Essential</b>	<b>Required</b>	<b>Desirable</b>
<b>Experience\ knowledge</b>	Good knowledge of general maintenance skills			<b>Y</b>
	Good working knowledge of use of appropriate tools and machinery and their safe operation	<b>Y</b>		
<b>Technical job related skills</b>	Awareness of the main requirements of health and safety legislation and good practice relevant to the duties of the post			<b>Y</b>
	Able to report any faults that occur		<b>Y</b>	
	Knowledge of gardening, turf preparation, planting		<b>Y</b>	
	Able to work in a tidy and organised manner	<b>Y</b>		
	Ability to learn new skills	<b>Y</b>		
<b>Personal job-related skills</b>	Honest, trustworthy and reliable	<b>Y</b>		
	Flexible and pro-active attitude to duties and to work additional hours	<b>Y</b>		
	Be able to follow plans and event specific instructions to ensure areas are set up correctly	<b>Y</b>		
	Ability to relate to and work with others at all levels	<b>Y</b>		
	Appreciation of the priorities of a school environment and willingness to amend work plans at short notice			<b>Y</b>
	Able to work unsupervised as well as part of a team in a clean and tidy manner	<b>Y</b>		
	Security conscious at all times	<b>Y</b>		
	Able to communicate respectfully with a range of stakeholders including visitors		<b>Y</b>	
	High standard of personal presentation and a friendly, professional demeanour			<b>Y</b>
	Enthusiastic and self-motivated	<b>Y</b>		
<b>Qualifications</b>	City and Guilds or equivalent qualification in horticulture/landscaping etc			<b>Y</b>
	Full, clean driving licence			
<b>Other requirements</b>	Supportive of the Foundation's ethos and strategic objectives.	<b>Y</b>		
	A commitment to the safeguarding and welfare of all students			