

Job Title *Grounds Technician and Premises Assistant*

Responsible to *Headteacher*

Key Internal Contacts *Other staff within the Facilities Team
Staff in other departments within the Centre
Service Users within the Centre
Staff in other Centres in the Region
Central Office Staff*

Key External Contacts *Visitors to site
Suppliers and Contractors
External Inspectors
Neighbours, Local Retailers*

JOB PURPOSE

- To maintain school grounds to the high standards set by the company and external regulators

KEY TASK AREAS & RESPONSIBILITIES

- Maintain green spaces by weeding, trimming, and pruning. Removal of unwanted or unhealthy plants, shrubs, and trees.
- Operates hand tools and power equipment, including mowers, leaf-blowers, snowblowers, tillers, backhoes, and tractors.
- To operate a planned system of general maintenance and repairs
- To maintain the good reputation of the Centre by ensuring that buildings and equipment have a neat and tidy appearance at all times and are clear of hazards
- To help carry out weekly and monthly checks on heating, fire checks and water and record
- To assist in emergency evacuations and fire drills at the Centre and to assist in weekly checks on fire alarms
- To keep paths, drives and doorways from snow, ice leaves and debris
- To report any defects, damage, theft, breakages or hazards to relevant staff
- To obtain maximum economy and efficiency in all works
- To ensure all equipment and chemicals are used and handled correctly at all times, in accordance with manufacturer's instructions and COSHH Regulations
- To liaise, under the direction of the Line Manager, with external contractors on work required beyond the scope of general maintenance
- To advise relevant staff members as required on all matters relating to plant machinery and equipment, including safety, state of repair and the purchasing of new equipment
- To ensure that all tools, equipment and machinery is maintained, used and stored correctly and safely
- To ensure that all tools are available, in good repair, and accounted for at all times

- To keep relevant records accurate and up to date
- To travel the other areas of the site or to suppliers to carry out any role responsibilities
- To lock up premises on day that the site is being used for out of hours activities as required and instructed
- To respond timely and with flexibility to urgent or last-minute staff/service requirements as a service providing function of the Centre
- To support other members of the maintenance team to look after properties on the site and with work that requires extra members of staff to complete the task
- To report all compliments, comments and complaints
- To carry out all duties in a safe manner with regards to health, safety and welfare of self, staff, Service Users and other persons within the centre
- To have an awareness and empathy with the Service Users for whom the service is provided and to carry out duties being mindful of their needs
- To take part in the on-call rota

General

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Operates at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection and Health and Safety policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the centre as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required