

Grounds Maintenance Person

Job Description

Grade: GRA - *Subject to Job Evaluation*

1. **Job Purpose**
 - 1.1 To provide maintenance to school grounds, playing fields and pitches to a high and suitable standard and provide provision for changes as of when required primarily by the Sports/PE Department
2. **Key Responsibilities**
 - 2.1 To help maintain, monitor and provide repairs for various paths and walkways throughout the schools outdoor site in line with appropriate health and safety regulations
 - 2.2 To safely use appropriate garden machinery, grass cutters, loppers, secateurs, line painters and lawnmowers
 - 2.3 To manage and maintain the gardens and landscaped areas of the site, this may include:
 - 2.3.1 Ensuring that shrubbery and hedging are sufficiently controlled and managed
 - 2.3.2 Developing and maintaining plant boxes and other ornamental floral areas throughout the school site
 - 2.3.3 Controlling trees and wooded areas of the school to ensure that pupil's safety is not endangered by unmanaged trunks or branches and informing site management any work that may be arranged
 - 2.4 Litter
 - 2.4.1 To keep on top of all litter throughout the school grounds, particularly playgrounds and sports areas
 - 2.4.2 Emptying bins and ensuring all drainage areas are free of litter and other debris
 - 2.5 Seasonal weather maintenance
 - 2.5.1 Ensure that all fallen foliage is cleared and pathways made safe and non-slippery
 - 2.5.2 Ensure that any snow/ice is gritted/salted appropriately to ensure that pathways are safe throughout the school site
 - 2.6 To assist the PE Department primarily by providing
 - 2.6.1 Appropriate changes in providing equipment inline with the School's specific sporting needs
 - 2.6.2 Appropriate pitch provisions in line with the Sports departments different needs

- 2.6.3 Appropriate netting/post erection and removal during throughout the School year
 - 2.6.4 Appropriate track and field line painting as and when required according to different sporting activities
 - 2.6.5 Help with minor repairs to PE Department equipment as and when required
 - 2.7 To ensure that various repairs around the school are also seen to as and when required by assisting the Assistant Building Services Supervisor, Building Services Supervisor and Building Services Manager. This may include
 - 2.7.1 Fitting, changing and repairing broken locks and other similar fixtures and fittings
 - 2.7.2 Undertaking minor repairs on broken school property such as doors, windows, benches and other furniture
 - 2.7.3 Providing limited assistance which infrastructure repairs throughout the school, primarily drainage and plumbing amendments and repairs
 - 2.8 To use appropriate ladders and working at height equipment, including erecting appropriate safety barriers
 - 2.9 To seek appropriate training on using garden machinery, working at height requirements and other safety procedures
 - 2.10 To ensure all tasks are carried out with due regard to Health and Safety
 - 2.11 To undertake appropriate professional development including adhering to the principle of performance management.
 - 2.12 To adhere to the ethos of the school
 - 2.12.1 To promote the agreed vision and aims of the school
 - 2.12.2 To set an example of personal integrity and professionalism
 - 2.12.3 Attendance at appropriate staff meetings and parents evenings
 - 2.13 Any other duties as commensurate within the grade in order to ensure the smooth running of the school
3. **Supervision Received**
- 3.1 Supervising Officer's Job Title:
 - 3.2 Level of supervision:
 - 1. Regularly supervised with work checked by supervisor
 - 2. ~~Left to work within establishment guidelines subject to scrutiny by supervisor~~
 - 3. ~~Plan own work to ensure the meeting of defined objectives~~
4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation

Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience		
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.