



Wakefield Grammar School Foundation

JOB DESCRIPTION

Post Title:	Grounds Person
Department:	Estates
Responsible to:	Grounds Manager
Responsible for:	Nil
Grade:	WGSF Grade G
Job Purpose:	
<p>To work as part of the Grounds team and undertake the daily work activities as allocated by the Grounds Manager. Ensure that the sports facilities, gardens and grounds are kept in the best and safe condition for students, staff and visitors to use in line with the Schools' sport, fixture programme and Foundation lettings.</p>	
Main Duties and Responsibilities:	
<ul style="list-style-type: none"> ● Undertake routine preparation and maintenance on a range of sports facilities as instructed. Undertake preparatory and cultivation work to maintain safe quality playing surfaces. ● Sports pitch initial setting out, line marking and maintenance. ● All sports surface preparation including grass, hardstanding and artificial turf. ● Landscaping, mowing, strimming, hedge cutting, aeration, scarifying, rolling and fertilising. ● Grounds winter maintenance, leaf blowing and collection, snow clearance and salt spreading. ● Report any turf related issues to the Grounds Manager, including; pests, weeds, diseases and disorders. ● Ensure vehicles and equipment are regularly maintained, monitor consumable items and spares. Inform Grounds Manager of shortfalls and mechanical defects and breakdowns. ● Able to Drive and carry out maintenance tasks using hand held, pedestrian and ride on powered equipment with skill and precision whilst adhering to all relevant health and safety legislation and codes of practice. ● Goal post erection/dismantling, maintenance and storage. ● Help manage stock control and resources management and alert the Head Grounds Manager if stock is low in any area. ● Work well as part of a team and communicate effectively with other team members as well as treating everyone with respect. ● Carry out additional tasks as required by the Estates and Site Managers, including; car park duty, leaf clearing and collection, winter maintenance, help at open mornings and 	

other major school events.

- Ensure safe use, storage, calibration and disposal of pesticides.
- To securely lock and unlock work areas, and ensure work areas are kept clean, tidy and secure at all times.
- Establish and maintain effective working relationships with managers and colleagues.
- To assist the Caretaking and Portering teams as may be required as part of the Estates Team
- To increase knowledge and skills by attending training courses deemed necessary to discharge duties. Keep up to date with industry technology and innovation.
- To undertake evening and weekend working as required, in order to support additional tasks such as; car park duty, leaf clearing and collection, winter maintenance, help out at open days and other major school events and fixtures.
- To work at any of the WGSF school sites as required and requested.
- Attend and complete work related courses and personal development training when required.

General Staff Requirements

All school staff are expected to:

- Support and contribute to the Foundation's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to school/Foundation policies.
- Attend and participate in meetings as required.
- To be aware of and understand the role that all staff have in relation to the safeguarding of pupils and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to the Designated Safeguarding Lead.
- To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person.
- Any other duties as may be reasonably requested given the grade of the role.

PERSON SPECIFICATION

The following are the essential criteria to undertake the job competently:

- Relevant experience in a similar role.
- A knowledge of horticultural, landscaping and sports turf maintenance.
- Demonstrate an enthusiastic, positive 'can do' attitude with a willingness to work co-operatively within the team, to be prepared to assist where needed and the flexibility to adapt to ever-changing needs and priorities.
- Demonstrate good interpersonal skills, be a team player and have the ability to learn quickly and integrate into a busy Grounds Team.
- Ability to discharge duties that can be physically challenging at times.
- Full driving licence including D1, with a maximum of 3 points (training may be provided for the relevant D1). *Please note that candidates without a driving licence cannot be considered for the role.*
- An understanding of Health and Safety issues including manual handling/working at height.
- Good interpersonal skills to communicate verbally with a wide range of people
- Calmness and efficiency, with the ability to work under pressure at times.
- Able to operate a variety of machinery such as hand held, pedestrian and ride on powered grounds equipment.
- Ability to work additional hours (evenings and weekends) as necessary dependant upon the operational requirements of the Foundation.
- Be able to attend training courses offsite when necessary.
- Computer literate in using mail, word and excel.
- An understanding of child protection.
- An empathy with the ethos and values of WGSF.

Desirable

- Certified trade skill i.e. electrical fitter, plumbing, basic maintenance or other trade
Therefore a willingness to undertake minor tasks as required by the role.
- Experience of setting up rugby, cricket, hockey pitches and athletics events. (training is made available)
- PA1, PA2 and PA6 spraying qualifications
- LANTRA or NPTC machinery and equipment certificates.
- First aid qualification.
- Turf or grounds maintenance qualifications.

ADDITIONAL INFORMATION FOR CANDIDATES

- Wakefield Grammar School Foundation operates its own pay structure. The actual starting salary for this post is £19,774 per annum with progression to £22,377 per annum subject to the pay progression arrangements for WGSF (Grade G).
- This is a full time post. Hours of work are 37.5 hours per week including overtime at evenings and weekends during busy periods. Further information will be advised at interview.
- Annual holiday entitlement is 4 weeks holiday per annum (increasing to 5 weeks after 5 full years' service), 10 statutory days and a further 3 concessionary days at Christmas. Holiday entitlement is pro-rata for part-time/term time posts.
- WGSF operates a money purchase pension scheme which employees are eligible to join on commencing employment depending on auto-enrolment requirements. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.
- Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (excluding the Nursery) subject to Foundation policy.
- Subsidised school lunches (during term time only).
- Free car parking.
- An offer of employment will be subject to the receipt of 2 references considered satisfactory to WGSF, the receipt of a satisfactory Enhanced Disclosure and Barring Service Check, evidence of eligibility to work in the UK and a satisfactory health questionnaire.
- Completed application forms should be returned by 9.00 am on 25th October 2021 via our website at www.wgsf.org.uk or by email to jobs@wgsf.net
- Candidates who are short-listed will be invited to interview. If you have not been contacted within, four weeks of the closing date please assume you have not been short-listed.

September 2021