



DEAN CLOSE FOUNDATION

Post:	Assistant Groundsperson
Line Manager:	Head of Groundscare Dean Close Foundation
Hours of Work:	24 Hours per week (Monday, Wednesday, Friday) 7.30am – 3.30pm
Salary:	£11,856
Start date:	ASAP
Location	Dean Close St John's, Chepstow

The Role

Reporting on a day to day basis to the Dean Close St John's Senior Grounds Care person, but accountable to the Dean Close School (DCF) Head of Grounds Care, the Assistant Grounds person will have routine responsibility for the daily delivery of general grounds care and maintenance across the site and at the associated nurseries. The role requires independent working in order to maintain sports pitches, gardens and grounds in good and safe condition, while also maintaining the equipment necessary to deliver these services.

An interest in grounds care and equipment maintenance coupled with organisational and communication skills are required. Appropriate training will be given in Health and Safety to ensure that all work is conducted within this framework.

It is essential to recognise that providing the best possible educational environment in line with the ethos of the Dean Close Foundation is at the heart of this role.

This role is subject to DBS clearance and adherence to the school safeguarding and other policies.

Duties

- Assist with the routine preparation and maintenance of a range of sports and amenity surfaces as detailed on work schedules.
- Assist with the preparation and cultivation work to maintain safe, quality playing surfaces.
- Assist with setting up sports pitches and amenity surfaces.
- Assist with minor construction and landscaping work.
- Assist with grounds care for all designated gardens, estate grounds and external areas, ensuring tasks are conducted in a timely, efficient and effective manner.
- Ensure standards of work are maintained and tasks completed.
- Ensure vehicles and equipment are regularly maintained in accordance with routine operating requirements.
- Emptying of litter bins and litter picking around school sites.
- Participate in performance appraisal reports as required.

- Participate in continuous professional development, attending training courses as necessary in support of the role and responsibilities, and as agreed annually at appraisal.
- Attend Health and Safety training. Always promote and adhere to safe working practices.
- Ensure that all tasks are carried out while wearing uniform and the correct PPE.
- Support the efficient use of resources.
- Any other duties which fall within the spirit of this job description, whether within the estates department or within the wider campus, and as directed by the Head of Grounds Care or DCS Operations Bursar.

Person Specification

- Be Loyal, honest, trustworthy and reliable
- Enthusiastic, highly motivated and well-organised
- Confident, proactive with a helpful and flexible approach
- Able to demonstrate initiative and creativity
- Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach
- Ability to communicate effectively with all colleagues
- Strong desire to improve knowledge
- Min 2 years' experience in the Grounds maintenance industry.

Terms and Conditions

- Salary depending on experience.
- The post is part - time 24 hours per week.
- Hours of work include a 30 minute unpaid lunchbreak with flexibility required for additional hours when events dictate.
- Holidays pro rata based on full time entitlement 22 Days holiday, rising to 25 on completion of 2 years service
- Holidays are to be taken in agreement with the St John's on-the-Hill Senior Grounds Care person. Bank Holidays may be taken, except where they fall within term-time, in which case these are normal working days with a day off taken in lieu.
- A free school lunch is available during term time.
- Members of staff can use the sports facilities (at staff allocated times).
- After the statutory probationary period, staff can join the Dean Close Staff Pension Scheme.

All staff are expected to

- Work towards and support the Dean Close Foundation vision and ethos.
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.



- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

How to Apply

Please use TES Quick Apply. Any queries regarding the role should be submitted to recruitment@deanclose.org.uk

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.