

Post 42

**JOB DESCRIPTION
Site Team Member
Scale 3**

Job Purpose

- Undertake all grounds related activities to ensure that the Academy grounds are maintained and developed to the highest standards
- Ensure that pupils, staff and other users have clean, safe and well maintained grounds in which to operate
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Safeguarding

- Be familiar with, and follow, all Academy policies, in particular those related to safeguarding
- To promote the welfare of children

Accountable to: Site Manager

Hours of Work:

The postholder's will support the Site Manager in providing cover to the School, a three-shift rota system is in place to ensure that the School and Sports College has the appropriate site management cover.

Accountable for:

Key Accountabilities:

1. Overall

- Assist with the maintenance of the Academy's grounds to the highest standards
- Maintain the appearance of the Academy so that a tidy and professional image is displayed at all times
- Assist with the maintenance of all grassed areas, playing fields and hard-court areas to a high standard, ensuring they are safe and fit for purpose. This will involve cutting, edging, top dressing and weed control
- Assist the Site Team with the Academy's annual refurbishment programme as required
- Assist with manual tasks as required including the moving and setting up of furniture for school functions and examinations
- Deliver parcels and equipment around the site.
- Assist in the clearance of ice and snow and maintain gritting schedules so that pathways, car parks and drives remain safe for all users. This will require flexibility over working times
- Assist with the maintenance of 3G pitch
- Remove all litter from the grounds before school and immediately after break and lunchtime
- Empty external litter bins on a daily basis
- Sweep and clear footpaths, playground areas, drains, gullies, car parks and external entrances on a regular basis

- Work with the Site Manager to ensure that all grounds equipment is maintained to a safe and serviceable condition and workshop facilities are kept clean and tidy in accordance with Health & Safety and other Mandatory Regulations/Legislation
- Complete all grounds care work to a specified standard and ensure that safe working practices are adhered to

2. Emergencies

- Assist the site team in dealing with all emergencies, including burst pipes, leaks, flooding, fires, and breakages as appropriate
- Liaise as necessary with Emergency Services including calling in Emergency Services as required

3. General

- Undertake any other duties specified by the Headteacher or Director of Resources, which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the Job Description in specific terms, following consultation

Corporate responsibilities

- Participate and contribute to appropriate meetings and staff development
- Actively participate in activities in support of the aims of the Academy
- Other duties as specified by the Headteacher

Community

- Work closely with parents and other members of the community where appropriate
- Promote the Academy within the community
- Demonstrate a keen interest in the life of the Academy

As a member of staff at The Joseph Whitaker School you are expected to:

- Work in accordance with, and in support of, the Academy's vision and values
- Contribute to the Academy's ethos by setting a good example to colleagues and young people
- Participate and contribute to staff development and school routines and duties
- Take part in appraisal activities and reviews as required by the Academy policy and use the process to develop your personal and professional effectiveness
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PERSON SPECIFICATION
Site Team Member Scale 3

| | Essential | Desirable |
|--|---|---|
| QUALIFICATIONS | <ul style="list-style-type: none"> • Whilst no specific formal qualification are required, the post holder will need to demonstrate experience in grounds maintenance skills and/or general DIY | <ul style="list-style-type: none"> • Qualifications relevant to grounds maintenance or DIY |
| SAFEGUARDING | <ul style="list-style-type: none"> • Full understanding of safeguarding requirements and how staff promote the welfare of children • Enhanced DBS and validated references • Eligibility to work in the UK | |
| KNOWLEDGE | <ul style="list-style-type: none"> • Relevant knowledge and experience in grounds maintenance/DIY • Health & Safety • Ability to understand and apply Academy policies related to the post | |
| PERSONAL QUALITIES, SKILLS AND EXPERIENCE | <ul style="list-style-type: none"> • Highly motivated and able to work alone unsupervised • Ability to relate well to staff, governors and pupils • A good communicator • Ability to work effectively as part of a team • Ability to maintain accurate records • Good organisational skills – ability to complete tasks to deadlines • Ability to use range of tools/equipment relevant to post • Ability to undertake a range of repairs and maintenance tasks • Efficiency • Willingness to undertake personal development and training • Flexible – able to meet deadlines against changing priorities and be prepared to work some hours outside normal working hours • An understanding of, and commitment to, Equal Opportunities | <ul style="list-style-type: none"> • Working within a school setting |