



THE ROBERT NAPIER SCHOOL

JOB DESCRIPTION

Grounds Maintenance Officer

Please email completed Support Staff application form to vacancies@robertnapier.org.uk. For further information email Paul Filtness (Premises Manager) pfiltness@robertnapier.org.uk

Designation: Grounds Maintenance Officer

Department: Caretaking

Salary Grade/Range: Trust Support Band 2 Currently £9.60 per hour plus holiday entitlement paid based on hours worked (subject to review early in the academic year and any pay increase will be back dated)

Responsible to: Premises Manager

Purpose of the Job:

To support the Premises Manager to maintain the appearance of the school grounds working as a part of the site team. You will need to be flexible, able to adapt your workload with changing priorities, and have 'a hands on' or 'let's get it done' approach. You will also be supportive of the ethos of the school.

Key duties and responsibilities

- Perform litter picks and bin emptying in all external communal areas
- Ensure that flowerbeds, hedges, playing fields and hard court areas are maintained to a high standard and free of litter
- Assist in snow clearance as necessary
- To clean and be responsible for the tidiness of paths, drives and other hard surfaces within the site grounds
- Ensure all paths, roads, fire escapes and access areas are clear of leaves, ice and snow
- To undertake safeguard training as required by school

- Vigilance and reporting of any maintenance/ repair/ Health & Safety Issues
- Respond positively with requests from staff, either sorting the issue or providing a timeframe for when it will be resolved.
- Removal of graffiti
- To carry out any other tasks of similar nature at the discretion of the Headteacher/Premises Manager

Generic Responsibilities:

- Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.
- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times
- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders of the school
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other school stakeholders

Working Environment:

The post will be based within The Robert Napier School.

Hours of work: Casual Contract, approximate expected hours will be 15 hours per week. 1pm to 4pm Monday to Friday (Term Time only) with expected contract end date of 31 August 2023.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore, there is the expectation that you carry out any other reasonable duties or requests of the Premises Manager, that are in keeping with this post or as may be determined from time to time by the Headteacher.

The above job description may be reviewed during the academic year. It may also be amended at any time but you will be given appropriate opportunities to discuss any proposed amendments prior to changes being made.

