



**JOB DESCRIPTION**

<b>Role</b>	<b>Senior Estates Operative – Grounds Person Nursery Road Sports Ground and Pavilion</b>
<b>Job Purpose</b>	The Senior Sports Ground Operative will be key in the delivery of the school’s aims and objectives to provide an exceptionally well-maintained and superior service at our Sports Ground and Pavilion located at our Nursery Road site. Working under the direction of the Facilities Manager you will ensure a fit for purpose, efficient, clean, safe, compliant, and secure environment for our students, staff, parents, and visitors.
<b>Accountable to</b>	Facilities Manager
<b>Accountabilities</b>	<p>Key responsibilities Include:</p> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Ensure security of sports ground and pavilion, taking essential measures to prevent theft or damage of property.</li> <li>• Have a high level of security awareness.</li> <li>• Conduct regular security patrols of the sports ground and pavilion during the day, and when on duty for out of school hours’ activities.</li> <li>• Assist with site opening and closing procedures.</li> <li>• Manage and maintain security breach records as appropriate.</li> <li>• Ensure the site is secure to prevent theft or damage of to school and GDST property. Report any security breaches to the Facilities Manager and maintain security breach records as appropriate.</li> <li>• Maintain the set of master and spare keys. Ensure all keys are correctly labelled and ensure the upkeep of all locks, security devices and doors.</li> </ul> <p><b>General Upkeep and Maintenance</b></p> <ul style="list-style-type: none"> <li>• Provide and develop all grounds services and renovation of pitches, including Astro surfaces using relevant processes and equipment. All of which to be maintained to the agreed standards by adhering to pre-defined and developed maintenance programs.</li> <li>• General operational duties include but not limited to; mowing (hand &amp; ride on), chemical spraying, weed picking, aeration, irrigations, devoting, sand spreading, hedge trimming, jet washing, salting, leaf blowing, gutter clearing, pitch testing, line marking to a high standard.</li> <li>• Undertake routine preparation of our pitches and playing surfaces, ensuring continuity of safety and efficient delivery for all activities.</li> </ul>

Ensuring that grounds, pitches, and pavilion are ready and set, in accordance with the events and scheduling calendar.

- Inspection and testing of artificial / synthetic pitches, hard courts, cricket nets, goals and goal posts, athletics facilities, and perimeter cross country track
- Renovate grass areas using a variety of processes and equipment.
- Ensure that premises and grounds are maintained to a high standard in accordance with agreed programmes of planned maintenance, and that emergency repairs and issues are identified and actioned promptly. The site is kept free of litter and bins are emptied daily. Bins and bin stores to be periodically deep cleaned in accordance with the periodical works calendar.
- Carry out repairs where possible to furniture, equipment, building fabric within the scope of the capabilities of a competent tradesperson. Liaise with the Estates Manager and Health and Safety Administrator regarding repairs beyond the capability of the Estates Team.
- Monitor, inspect and undertake minor servicing and repairs to all systems for heating, lighting, water, drainage, and other Facilities, taking regular readings of all meters, and reacting promptly to failures or hazards.
- Oversee and undertake all external cleaning and clearing duties as necessary to ensure grounds, gardens, footpaths, entrances, car parks, bin-stores, sports pitches, signage, drains (and other low-level gutters and gulley's) and other external areas remain clear of graffiti, litter, leaves, and other rubbish to ensure the school is presented to the highest possible standard.
- Oversee and clear/grit to external areas, snow, and ice to allow safe passage for pupils, staff, and visitors around sports ground and pavilion.

#### **Event Management and Scheduling**

- Assembly and dismantling of sports and events equipment as required by the events schedule.
- Assist with events and programs as scheduled to ensure efficient and seamless turnaround of grounds and pitches as required.
- In collaboration with the Facilities Manager, consult with the weekend Estates Operative to manage on site visitors and ensure the continuity when running the facility.
- Work collaboratively with the Sports Administrator, PE staff and all other departments as may be required.

#### **Health, Safety and Compliance**

- To comply with all School and GDST Health & Safety policies and to take reasonable care for your own personal health and safety and

that of anyone who may be affected by the consequence of your actions.

- The care, maintenance and security of all ground's maintenance equipment, tools, and plant.
- Assist with the management and scheduling of third-party contractors.
- Perform designated duties and procedures in the event of fire, emergency, or security incidents in accordance with school policy and procedures, escalating as necessary and as a matter of urgency when required.
- To act as a designated Fire Warden (Training provided)
- Maintain waste storage areas and equipment, ensuring the disposal of waste in accordance with relevant statutory, environmental and sustainability requirements.
- Carry out statutory fire safety monitoring inspections and associated checks.
- Carry out statutory legionella monitoring inspection and associated checks.
- To ensure any hazard to pupils, staff, or visitors (e.g., broken glass, spilled liquids on stairs, floors etc.) are cleared as a matter of urgency.
- To report any issues affecting Health & Safety on site to the Estates Manager by the quickest possible means. To act as a first aider and maintain first aid qualification. (Training provided)
- Supervise when required any contractors working on site as per the predefined and agreed scheduling of works.
- Assist with contractor management protocols as per the Estates process requirements. Ensuring Health and Safety protocols are always adhered to, and compliance maintained.
- Assist the Estates Manager and Facilities Manager with Building and site inspections and auditing as required.

**Minibus (If an approved driver and cover is required)**

- Ensure the vehicle is well maintained, clean, and tidy.
- Day to day operation according to schedule of events.
- Conduct and record weekly user checks, maintain appropriate records, and comply with all legal and Trust Requirements.

The Senior Sports Ground Operative will undertake other such specific duties which may, from time to time, be assigned by the Estates Manager or Facilities Manager. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment as part of the review system or whenever circumstances dictate changes in the role of the post holder within the school.

<b>General Requirements</b>	<p><b>All staff are expected to:</b></p> <ul style="list-style-type: none"><li>• Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</li><li>• Support and contribute to the school’s responsibility for safeguarding students.</li><li>• Work within the school’s Health and Safety Policy to ensure a safe working environment for staff, students, and visitors.</li><li>• Work within the GDST’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li><li>• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive and courteous relations with students, parents, and colleagues.</li><li>• Engage actively in the performance review process.</li><li>• Adhere to policies as set out in the GDST Council Regulations, GDST Hub and GDST circulars.</li><li>• Undertake other reasonable duties related to the job purpose as may be required from time to time.</li></ul>
<b>Review and Amendment</b>	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

## Person Specification

### Skills Required

Ability to work effectively both in collaboration with other professionals/teams and on own initiative	Essential
Ability to problem-solve and make decisions	
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues, and external agencies	Essential
Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines	Essential
Good IT skills, sufficient to maintain records send and receive messages e.g., working knowledge of Microsoft office Excel, Word, Outlook email (or prepared to train)	Essential
Physically fit and active, able to lift and carry	Essential
Handyperson skills	Essential
Full driving licence	Essential
D1 minibus license (or willing to undergo training)	Desirable

### Knowledge Base

Knowledge of relevant health & safety requirements	Essential
Knowledge of fire, security, and emergency procedures	Essential
Understanding of safeguarding of children and young people	Essential
Knowledge of reactive, routine and planned preventive maintenance	Essential

### Qualifications/Attainment

Ground person		
Qualified trade – plumbing, carpentry, electrician	CITB, C&G, or NVQ Level 2	Desirable
IOSH	Or relevant Health and Safety training	Desirable
Up to date First Aid at Work Qualification		Desirable

### Experience

Experience of grounds maintenance	Essential
Experience of supervising staff	Essential
Premises and/or grounds management	Desirable
Handyperson/DIY	Desirable

### Attitude/Approach

Willingness to learn new skills	Essential
Self-motivated with a positive 'can do' approach to work	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail	Essential
Reliable and flexible over working hours to meet the needs of the school	Essential
Professional outlook with high expectations of oneself, as well as of others	Essential
Approachable and able to always remain calm	Essential

Ability to listen and make reasoned and informed judgements
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Essential
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June 23