



THE DOWNS
PREPARATORY SCHOOL
BRISTOL

Job Description – Groundsperson

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role :	<p>For much of the year the Grounds team consists of two people. Over the summer months the school will look to employ a Seasonal Groundsperson to assist with the increased demands that the summer months bring. The Grounds team makes up part of the Estates Team of seven individuals lead by The Facilities Manager.</p> <p>Whilst it is not possible to list the exact daily tasks of the Groundsperson at The Downs Preparatory School, the following points provide a reasonable outline.</p> <p>Full training will be given on the job where required.</p>
Key Purpose:	<p>To ensure that the grounds are kept in the best condition and are prepared and ready for use in line with the School's sport, fixtures and event programme.</p>
Responsible to:	<p>The Facilities Manager</p>
Key Duties	<ul style="list-style-type: none">• Day to day management of the schools grounds• Planning, organising & overseeing the activities of an Assistant, if required.• Plan and conduct the seasonal changeover of pitches including artificial surfaces• Prepare sports surfaces to recognised national standards and to the satisfaction of all users• Creating, marking out and setting up of playing surfaces• Working with various different types of equipment and machinery• Undertaking general maintenance of equipment

	<ul style="list-style-type: none"> • Leading the preparation of cricket wickets and practice areas • Carrying out annual renovations to cricket squares and playing surfaces • Grass cutting using the ride on mowers and hand tools as required • Application of fertilizers, dressings and other treatments • Erection and taking down of goal posts and corner flags, erecting nets and similar equipment • Painting and maintenance of goal posts and similar equipment • Cleaning of grounds equipment • Oversight of the maintenance and repair of grounds equipment including arranging for third party services as and when required • Reporting to the Facilities manager any games or grounds equipment which you are unable to repair • Refuelling the tractors and ride on mowers • Reporting to the Facilities Manager of any damage to grounds equipment or the buildings • Any other duties as directed by the Facilities Manager • Security of the schools equipment and buildings
<p>Health and Safety</p>	<p>Health and safety instructions and regulations must be observed and adhered to, in particular the Groundsperson should:</p> <ul style="list-style-type: none"> • Wear appropriate protective equipment when dealing with or handling chemicals • Wear ear defenders when operating moving machinery • Wear safety shoes/boots at all times • Observe speed limits when driving tractors and other vehicles in the grounds • Take on any other task or activity as reasonably requested by management • Conform to the School's Code of Conduct • Adhere to the School's safeguarding procedures
<p>Managing Resources</p>	<ul style="list-style-type: none"> • Monitor the condition of tools, equipment & machinery, maintaining and cleaning them to maximise their effectiveness and lifespan. • Organise the grounds shed(s) to ensure that the space and resources are employed effectively • Look to employ new methods to increase efficiency

Team Working	<ul style="list-style-type: none">• Support colleagues in the grounds and maintenance teams in order to ensure that all Estate work is completed in order of priority.• Attend regular team meetings.• Attend training events identified through the appraisal process.
Customer Service	<ul style="list-style-type: none">• Be alert to the School routine and calendar to ensure that the grounds are prioritised in line with events taking place.

PB/EMM
13.10.2020