

## Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

### Job description

Job Title:	Groundworker (Hard Landscaping Groundworker)
Reporting to:	Facilities Manager
Line management responsibility for:	N/A
Main purpose of the role	
To provide an exceptional level of service to Bede's School Trust by dealing with general, planned and reactive ground worker duties in accordance with specifications, environmental controls, compliance , codes of practice and Health and Safety regulations. To ensure our facilities are suitable and safe for students, staff, parents and all visitors and enable the delivery of an outstanding boarding and educational experience.	

### Main duties and responsibilities:

**Path and roadways construction and maintenance-** To provide an outstanding planned and reactive maintenance service to repair and construct kerbs, slabs, block paving and other surfaces in a time and cost efficient way, which will enable the School to continue to operate safely and with minimum disruption to the educational needs of the Trust.

**Brickwork-** To ensure the the buildings, grounds and boundary wall, and their construction are well maintained by carrying out vital repairs, alterations and additions to buildings across all areas of the Trust which will ensure the delivery of the Estates Vision to maintain and deliver a first class service to the Trust

**Drainage and Water management-** To make sure that the drains and water services, including inspection hatches, are regularly inspected and metres are regularly read and maintained and in a good state of repair at all times. This will include working with contractors who deal with the more specialised areas of water removal management.

**General Estates boundary and fenced areas-** To assist the Grounds department in undertaking work on the Estates woodland and boundary fences and making sure they are kept in a good state of repair.

**Plant and Machinery-** To use safely in accordance with the correct qualifications, safety checks and training, to all Trust machinery and plant to carry out installation of minor footing construction, drains, culvert clearance and installation of ducting across the Trust property.

**Health and safety-** To undertake and understand all allocated duties in accordance with both the H&S Policies/Procedures and H&S Practices, COSHH and associated Risk Assessments in the areas of specialism. To be vigilant and alert to any area of potential risk on site, rectifying it within the scope of accountability or reporting in order to ensure safe working practices and a safe site.

**Work equipment materials and standards-** To be responsible for the cleaning, maintenance and safe storage of all allocated equipment and to ensure that appropriate, well maintained and serviced equipment is used at all times, which will in turn help with the longevity of the vehicles and that budgets are managed and kept within the departmental budget allocation.

**Administration and record-** To complete all required records and systems in place to ensure there are clear records and audit trails of all jobs undertaken and completed.

## Key Interfaces:

- External Suppliers and agents
- Bede's School staff
- Bede's School students
- Head of departments and support service departments
- External Contractors

## Operating Context:

Bede's is a successful, friendly and warm welcoming community. We offer a high quality service to all our pupils and have ambitious plans to continue to improve and develop the services, which we offer. The Grounds team are central to ensuring the school's grounds and sports pitches are fit for purpose and meet its business needs and the standards, which our parents expect and the teaching staff require to deliver the extended curriculum.

The dynamic school environment means that the Grounds team needs to meet changing requirements, which requires high levels of flexibility and co-operative working to ensure that allocated duties are completed promptly and effectively. This includes being part of an emergency out-of-hours rota and service to respond to critical incidents (e.g. severe wind damage, snow)

Pupil, staff and visitor safety is paramount at all times and the job-holder must be aware of the impact of his or her work at all times to ensure the safety of self, colleagues and all on the school site.

The Senior School has a very significant presence at Upper Dicker, owning and managing many of the buildings and sports amenities/grounds in what is a small, rural village. Maintaining harmonious relationships with villagers is essential to the smooth running of the school and the Grounds team is highly visible within the village and frequently at the forefront of that relationship, which means that all members of the team must be aware of this and any impact their work may have in neighbours and always act as an ambassador for the school.

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## Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
<b>Education and Qualifications</b>		
CITB training with CPCS or equivalent training qualification	E	A, I
Abrasive wheels certification	D	A
<b>Knowledge and Skills</b>		
Fully familiar with H&S regulations.	E	A, I
Full understanding of COSHH and Risk assessment	E	A, I
<b>Experience</b>		
Experience with all aspects of key accountabilities	E	A
Problem solving with the ability to identify and implement practical solutions and advise others of their expertise.	D	I, E
<b>Personal competencies and qualities</b>		
Professional and flexible approach to all aspects of work (required to be part of the emergency response team, including out of hours if required)	E	A, I
Have the ability to plan and organise a working day to maximise time effectively and efficiently.	E	I, E
Ability to work alone or as part of a bigger team	E	I

All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.

**Written by:** Steve Hadland 23/04/21

## Additional information

- Working hours, 40 hour per week all year round (52 weeks)
- Annual salary scale £30,000 - £34,000
- Permanent Vacancy