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**Grounds Person**

**Job Description**

**Post Title**: Grounds Person

**Working Pattern**: The post is full-time **(52 weeks)**. [Overtime, as agreed in advance with the School will be paid at normal rate or may be taken as time of in lieu as agreed with the Bursar. ]

**Hours: 40hrs per week (7:00am to 4.00pm**) [30 min unpaid lunch break (5 weeks paid annual leave - excluding bank holiday and statutory days).

**Location**: Orley Farm School and other sites as required for the execution of duties.

**Responsible to**: Grounds Manager

**Post Objective**: To assist in the maintaining of the School grounds to a high standard of appearance. General landscape, gardening maintenance duties involving the use of hand held powered tools and light plant, e.g. mowing equipment, strimmers and hedge cutters. Also undertaking all aspects of sports turf maintenance, keeping all the School grounds tidy and free from debris/litter, marking out pitches, shrub/tree pruning, hedge cutting, weed spraying, seed sowing and planting

**Other Considerations:** You will be expected to observe and ensure safe working practices in carrying out the required duties and ensure that instructions are adhered to.

**Duties and Responsibilities**

1. Assisting with general horticultural operations in the preparations and maintenance of landscape features, e.g. tree, shrub and flower planting pruning, weeding, digging, leaf and litter collecting.
2. Preparing, planting and maintaining gardens and landscape features with the grounds maintenance plan and recognised good horticultural practice, in order to ensure a high standard of appearance throughout the year.
3. Preparing plants for ornamental planting areas having due regard to factors including as soil composition, drainage, prevailing weather, location and flowering times, pests etc.
4. Carrying out the daily inspections of hand tools, equipment and reporting any damage to the line manager.
5. Complying with personal responsibilities under the Health and Safety at Work etc. Act 1974 and associated legislation, together with the School health and safety rules.
6. Maintenance of all sports surfaces and marking out pitches.
7. Snow/ice removal and ensuring playgrounds and pathways are safe.

**Person Specification:**

* Enthusiasm and interest in horticultural work
* Commitment to providing a quality service
* Able to use hand tools
* Able to carry out physically demanding work
* Willing to work outside in all weathers
* Willing to work outside normal working hours if required
* Willing to contribute as a team member and have the ability to work alone.
* Develop working relationships with all departments in the school and parents.

**Essential Requirements**

* Amentity horticulture NVQ Level 2
* Current full driving licence
* Knowledge of botany, horticulture, plant identification
* Knowledge of job-related health and safety
* Experience of operating hand held machinery