



JOB DESCRIPTION

GROUNDS PERSON

OPERATIONAL SERVICES (Estates)

MAIN PURPOSE OF JOB:

The main purpose of the role is to ensure outstanding levels of preparation and presentation of all grounds, Sporting surfaces, gardens and woodland areas across the Bolton School Foundation.

MAIN DUTIES:

Grounds:

- Maintenance and preparation of all hard and soft surfaces.
- Assist the Ground Supervisor in the undertaking of their duties
- Erection, dismantling, storage and maintenance of sports pitch equipment.
- Leaf clearing, litter picking, recycling, waste removal etc.
- Clean landscaped areas and grounds e.g. drains, interceptors for the purpose of preventing floods.
- Ensure School roads and paths are cleared of snow, ice and leaves and salted as necessary.
- Clean and maintain all foundation areas, which encompass paving, walls, fences, pathways and signage.
- Maintain all surrounds including hedgerows, fences and other boundary treatments.
- Maintain all lawns, verges and sports pitches including all edges and perimeters.
- Undertake routine grounds safety checks, recording findings and raising issues with the Grounds Supervisor / Operational managers.
- Support areas of soft landscaping and mixed sport surfaces as may be required.
- All other duties as may be deemed relevant to the role.

Health and Safety responsibilities:

- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To clean, maintain and operate ground's machinery in a safe and effective manner in accordance with the operators' manuals with due regard to Health and Safety instructions and Risk Assessment.
- To ensure all tasks are carried out safely and effectively with due regard to Health and Safety.

General:

- Promote effective working relationships within the Grounds Team, and throughout the Operational Services Department.
- Have excellent communication processes with all groups of staff and managers across the Foundation.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.
- Assist and support traffic management and gate duties as may be required from time to time.
- Attend all relevant in-house and external training courses as may be required and to ensure skills are kept up to date.

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Five GCSEs, Grades A-D or equivalent	Desirable	Application Form
PA1 and PA6 Certificate	Essential	Application Form
NPTC Tractor Driving and Handling	Essential	Application Form
IOG Qualifications or equivalent	Desirable	Application Form
NVQ level 2 sports Turf or amenity horticulture	Desirable	Application Form
Chainsaw certification	Desirable	Application Form
Full driving licence	Essential	Application Form
KNOWLEDGE/EXPERIENCE/SKILLS	ESSENTIAL/ DESIRABLE	EVIDENCE
Proven, relevant experience in preparation and maintenance of hard and soft surfaces	Essential	Application Form /Interview/References
Proven, relevant experience in preparation and maintenance of cricket pitches, football pitches, rugby pitches, lacrosse and hockey	Essential	Application Form /Interview/References
Practical skills with the ability to use a range of hand tools and equipment	Essential	Application Form /Interview/References
The ability and aptitude to read and understand technical specifications, operators' manuals, materials, manufacturers' data sheets and pitch marking charts	Essential	Application Form /Interview

Experience in general horticultural activities, planting, pruning and weeding	Essential	Application Form /Interview
Proven, relevant experience in using tractors and pedestrian machinery	Essential	Application Form /Interview
PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS	ESSENTIAL/ DESIRABLE	EVIDENCE
Able to organise and plan work using own initiative	Essential	Application Form /Interview/References
Good communication skills	Essential	Application Form /Interview/References
Basic ICT skills	Desirable	Application Form /Interview/References
Hardworking	Essential	Application Form /Interview/References
Flexible approach	Essential	Interview
Physically active	Essential	Interview/References
Clean and tidy appearance	Essential	Interview/References
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential	Interview/References



TERMS AND CONDITIONS

GROUNDS PERSON

OPERATIONAL SERVICES (Estates)

SALARY
The salary will be point 06 and point Support Staff pay scale, which is £26,373 per annum.
HOURS OF WORK
37.5 hours per week, between Monday and Saturday. The normal hours of work will be 8.00am until 3.30pm Monday to Friday and 8.00am until 12.30pm on Saturdays, with a one-hour unpaid lunch break per day.
HOLIDAY
20 days annual holiday, additional days holiday between Christmas and New Year plus eight public holidays.
LINE MANAGEMENT
Grounds Supervisor and ultimately the Deputy Head of Operational Services
PENSION
The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis. If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of “qualifying earnings” and the School will contribute 5%. Further details are available upon appointment.
OTHER BENEFITS
• Lunches will be provided free of charge on campus. • Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route). • Life Assurance cover up until the age of 65. • Access to a free Employee Assistance Programme. • Training and development opportunities will be offered. • Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School. • In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus. • Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils. • Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts. • Ride to Work Scheme available. • Electric Car Scheme available. • Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.