

EGGBUCKLAND COMMUNITY COLLEGE ACADEMY TRUST

JOB DESCRIPTION

Job title:	Grounds Maintenance Person
Hours:	4 hours per week, (2 days per week, up to 2 hours per day, between 6am-9am), term time only, 38 weeks per year Up to 15 additional hours per year, on timesheet claims
Hourly rate:	£9 per hour
Responsible to:	Facilities Manager

The following is only an outline of the duties and responsibilities of the post, which may change from time to time. This job description may be altered from time to time following consultation with the post holder in line with the changing needs of the Trust. This job description will be reviewed at least every two years. In all its activities the Trust follows a policy of continuous improvement.

The main duties of the post are as follows. In all its activities, the post holder will not attempt to carry out tasks beyond his/her competence and/or training.

The post-holder will:

1. Undertake an Enhanced DBS (criminal records check) prior to commencing employment and be responsible for promoting and safeguarding the welfare of young people s/he is responsible for, or comes into contact with.
2. Maintenance of the 3G Astro pitch, including removal and disposal of leaves and debris.
3. Collection of all litter left on the pitch/side lines, emptying bins, changing the litter bin bags and related duties with Activate and equipment.
4. Collection of litter, emptying bins at other Trust sites, if and when necessary.
5. Drive/operate the tractor with the de-compacting trailer and again with the drag mat, to redistribute the rubber crumb. Top up the rubber crumb between 3 to 6 times per year.
6. Report immediately any damage to the fencing or pitch, to the Facilities Manager/Duty Caretaker.
7. Observe all health and safety requirements during operations; wear the uniform provided, including identity badge.
8. Take part in training where necessary and instructed, including potential cover for the College Minibus Driver.
9. Be courteous towards the staff, students and visitors of/to the Trust and support the ethos of the Trust in carrying out his/her duties to the best of his/her abilities.
10. Undertake such other duties as may be necessary of a similar level or nature.