

Job Description

Job Title: Groundsperson
Department: Grounds and Gardens
Responsible to: Grounds Manager
Last reviewed:

4. Have a basic knowledge of tree and shrub maintenance and use of hedge cutters and other hand-held machines.
5. Be responsible in icy/snowy weather for salting/gritting of paths, steps, slopes and car parks to help ensure the safety of all Haileybury users and to enable the School to keep functioning in times of heavy snow falls by clearance of snow in key areas.
6. Undertake tree work where your skills and qualifications allow.
7. Undertake general maintenance and development of landscaped and garden areas.
8. Keep the management team up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
9. Establish and maintain effective communication channels and efficient/effective working relationships with other colleagues, customers and third parties.
10. Make use of appropriate equipment and facilities in order to complete duties in the most efficient and effective way.
11. Ensure and promote the correct use and operation of machinery and equipment and report any breakdowns to the Grounds management or where appropriate, take corrective action on mechanical defects or breakdown of equipment.
12. Ensure the security of the departmental vehicles, tools, machinery, buildings and equipment at all times.
13. Complete all duties effectively, efficiently, accurately, and within allocated deadlines.
14. Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first-class service required for this role.
15. Drive School vehicles in pursuance of your duties at the School, as requested and as authorised under any School transport scheme, or similar. In addition, to undertake any required training to enable you to drive School vehicles and to provide to the School all such documentation as required to ensure that you are properly authorised under any School transport scheme or similar, to drive School vehicles.
16. Undertake your responsibilities at Haileybury in respect of Data Protection. Staff members are responsible for ensuring that any personal data held by them is kept securely. This includes, appropriate use of computer ID's and passwords.
17. Undertake your responsibilities at Haileybury in respect of Child Protection.
18. Be aware of and report any security risks posed within the School.

19. Assist in other areas of work within the School which are within your skills and capabilities, as reasonably requested.

**Groundsperson
Person Specification**

	Essential	Desirable
Qualifications		
Good general level of education (to GCSE level or equivalent)		
Full, clean driving licence		
NVQ level 2 or equivalent		
PA1 / PA2 / PA6		
First Aid Certificate		
Chainsaw licence		
Knowledge, Skills and Experience		
Ability to demonstrate a disciplined approach to all the safe systems of work that are in place concerning working with machinery and safe practices		
Excellent organisational and time management skills		
Good literacy and numeracy skills		