



**GROUNDS ASSISTANT
JOB DESCRIPTION
(July 2021)**

Responsible to:	Grounds Supervisor
Job Overview	To assist, support and take instruction from the Grounds Supervisor regarding the daily preparation of the School playing fields, sports pitches (and their peripheries) during term time and their continued maintenance during the holidays.
Duties and Responsibilities:	<p>General Duties</p> <ul style="list-style-type: none">• To be involved in all aspects of sports pitch and playing field maintenance, including cutting, marking and general preparation.• Ensuring pitches and playing fields are playable, safe and clean, for use of the School and outside lets.• Ensuring the security of pavilions and other buildings on sports sites.• General upkeep of peripheral areas, including hedges, lawns, banks, drainage ditches and fence lines.• Operation of power tools as well as hand held, pedestrian and ride-on machinery.• To ensure machinery and equipment are properly cleaned and maintained, and safely stored away. <p>Training and Development</p> <ul style="list-style-type: none">• Participate in the Appraisal & Performance Review process.• Undertake training when the need arises, either for statutory purposes, or for the better fulfilment of this role. <p>General Requirements</p> <ul style="list-style-type: none">• Promote and safeguard the welfare of pupils for whom you are responsible and with whom you come into contact.• Maintain high professional standards of attendance, punctuality, appearance and conduct.• Maintain positive, courteous relations with pupils, parents and colleagues.• Promote the good name and reputation of the School.• Adhere to School policies and procedures.

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.

Keys Skills & Knowledge:	<ul style="list-style-type: none"> • Experience in Grounds work and maintenance of sports pitches. • Driving Licence. • Able to perform heavy manual labour for extended periods, sometimes in adverse weather conditions. • Due regard for Health & Safety procedures.
Personal Competencies & Qualities:	<ul style="list-style-type: none"> • Consistently strives to maintain a high standard of work. • Demonstrates a proactive, 'can do' attitude to all tasks. • Follows oral and written instruction and focuses on what needs to be delivered: understands what is needed and responds promptly. • Willing to work outdoors in all weathers. • Team focused: shares knowledge and information with other members of staff to promote good practice. • Co-operative, helpful and accommodating with other team members and staff. • Seeks out additional duties and uses own initiative.
Terms & Conditions	<p>Hours of Work</p> <ul style="list-style-type: none"> • Normal hours of work are 8am to 5pm, Monday to Friday with a one hour unpaid break during the day, plus one Saturday morning in each calendar month (on a rota basis). • Attendance at all relevant INSET days and the School Open Day. • Additionally the post holder will be required to undertake some weekend and out of hours work – as requested or dictated by the seasonal use and sports - for which overtime will be paid. <p>Holiday Five weeks annual holiday, plus bank and public holidays.</p> <p>Salary Range: £18 – 20k per annum</p>
Safeguarding Children	<p>Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and the Disclosure & Barring Service.</p>

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