



## **Job Description Grounds & Premises Assistant**

- Place of Work:** West Heath School, Sevenoaks, TN13 1SR
- Hours of Work:** 37.5 hours/ 52 weeks per year (52 weeks per year)
- Accountable to:** Head of Estates & Facilities
- Direct Reports:** N/A

### **The School:**

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

Integral to the school environment is the promotion of the 4Rs: Respect, Responsibility, Relationships, and Resilience. Every member of our committed, dynamic, and resourceful staff plays a significant part in our students' success. To achieve positive outcomes, we work collaboratively and always as a team, ensuring that all practical and educational functions are aligned to create a safe and trusting environment for our young people.

We are currently on an exciting journey to be registered as a therapeutic community and welcome staff who follow this ethos.

### **Main Purpose of the role:**

The Grounds and Premises Assistant provides essential day-to-day grounds and premises maintenance and upkeep, to ensure the safe and efficient operation of the school site. The post holder must be sympathetic to both the educational and practical requirements of a school setting, working to tight deadlines under sometimes demanding conditions. At all times, the health and safety of students, staff, and visitors, along with safe systems of work, are the paramount priorities of this position.



## **Main Duties and Responsibilities:**

### **Grounds specific duties**

- Lawn and Plant Care: Mowing, edging, watering, weeding, and fertilizing lawns. Pruning shrubs and trimming hedges.
- Site Tidying: Removing litter, leaves, brush, and debris from grounds, walkways, and parking areas.
- Landscaping and Planting: Planting and maintaining trees, shrubs, and flowerbeds.
- Maintenance and Safety: Operating and cleaning machinery (mowers, trimmers, blowers) and reporting faults. Applying herbicides or pesticides if certified.
- Seasonal Work: Removing snow and applying grit/salt to paths and roads during winter.
- Sports Turf Management: Marking lines on pitches and preparing sports areas.
- Leaf clearance and general site tidiness to prevent hazards.
- Sweeping path ways including snow clearance and gritting
- Ensuring external and transitional areas, including the pool area, sports hall, changing rooms, and corridors, are safe, clean, and tidy.
- Support the Maintenance team as and when required, particularly during quieter times of grounds maintenance.

### **Supporting Maintenance duties**

- Distribution of deliveries around the School
- Set up and set down of Events - including movement of furniture and some cleaning
- General Vehicle maintenance checks - including Oil, Water and Screen Wash
- Review security cameras on regular basis
- Fire extinguisher checks in conjunction with H&S Officer
- Regular Fire escape route checks
- General Maintenance works – including Carpentry, Plumbing, changing light bulbs, repairs, Painting and decorating.
- Swimming Pool general maintenance including Pool water quality checks and Back-wash.
- Regular Fire alarm tests – Weekly in Boarding, rolling programme in school.
- School Unlock/ Lock up – On occasion when required



- After training to act as Fire Warden
- Any other duties as required by the Head of Estates & Facilities.

### **Safeguarding**

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

### **Health and Safety**

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

### **Partnership Working:**

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

### **Equality and Diversity:**

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

### **General:**

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.



- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.

**PERSON SPECIFICATION: Grounds and Premises Assistant**

The successful candidate will be a strong, forward thinking and inspirational leader who demonstrates commitment to the school's values and ethos, and has the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.

Requirement	Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"> <li>• Basic Numeracy and Literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Woodland Management</li> <li>• Chainsaw management</li> <li>• Grounds Management Association courses</li> <li>• NVQ/ C&amp;G vocational qualification in landscaping or equivalent</li> <li>• Relevant Lantra &amp; NPTC Certification</li> </ul>
2. Experience	<ul style="list-style-type: none"> <li>• General Maintenance procedures.</li> <li>• Grounds, maintenance and Landscaping experience</li> </ul>	<ul style="list-style-type: none"> <li>• Painting and decorating.</li> <li>• Working in a School environment.</li> <li>• Attachment Aware and Trauma Informed Education/ Therapy models.</li> </ul>
3. Knowledge and skills	<ul style="list-style-type: none"> <li>• Good interpersonal skills to enable effective communication with colleagues and pupils.</li> <li>• Carpentry, Electrics and /or Plumbing</li> <li>• Strong organisational and time management skills.</li> </ul>	
4. Competence	<ul style="list-style-type: none"> <li>• Ability to work collaboratively as part of a team.</li> <li>• Ability to use initiative and work independently.</li> <li>• Proven job reliability, dedication and attention to detail.</li> <li>• Able to work well in a busy and demanding school environment.</li> </ul>	

<p>5. Personal Qualities</p>	<ul style="list-style-type: none"> <li>• Flexibility to deal with changing priorities.</li> <li>• Ability to maintain good working relationships with colleagues at work.</li> <li>• Ability to work in a way which reflects the schools values/ ethos.</li> <li>• Working practice which encompasses equal opportunities.</li> <li>• Ability to work under pressure while recognising it in self and others.</li> </ul>	
<p>6. Other</p>	<ul style="list-style-type: none"> <li>• Personal development - a strong interest in and commitment to continuous personal learning and development.</li> <li>• Enhanced DBS</li> <li>• Commitment to Safeguarding.</li> </ul>	

**Note:**

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

***West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***