



The Warriner Multi Academy Trust



Grounds Keeper

Responsible for the upkeep of the School Grounds

Job Information	
Reporting to	The Headteacher
Grade	Grade 6 Point 8 (Points 8-13)
Salary	£26,824-£29,064 Pro Rata
Hours /Weeks	Average of 3 hours per week This assumes more hours per week in the spring and summer and less hours per week in the autumn and winter

General information:
Graven Hill Primary and Preschool is a particularly attractive site set on the Graven Hill development in Bicester. The school opened in September 2023 and currently has 137 children on role. The school is rapidly expanding. It is set in 3 acres of land comprising of small lawns, garden areas, sports pitches and a community garden comprising of 8 raised beds, paved areas, compost heap, sheds, poly tunnel and a sensory garden.
The school regards its grounds as a highly valuable resource, which can support and enrich the school's curriculum and the education of its pupils. We wish to continue to improve the maintenance of this maturing site and we want the successful applicant to take every opportunity to be creative and implement imaginative ideas. To the right person the post will offer considerable job satisfaction.
Main duties and responsibilities
<ol style="list-style-type: none">1. The upkeep, general maintenance, improvement and beautification of the other grounds, hedges, and borders within the school boundaries:<ol style="list-style-type: none">a. The maintenance of all mown and cultivated areas within the school boundaries including effective weed management.b. The maintenance of trees, shrubs, including pruning and replanting as scheduled.c. The careful use and day-to-day maintenance of all relevant machinery and plant.



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- d. The clearance, collection, and removal of Autumn leaves from grassed and paved areas.
- e. Day to day maintenance of the green house (once built) and the propagation of plants required for the school grounds.

2. Flexibility to support the Leadership Team and Trust Site Team during busy periods:

- a. Undertake whatever is reasonable, within the remit of this post, at the request of the Headteacher.
- b. Snow and ice clearance, together with other Premises Staff.

Additional Points:

- Overalls, boots, and safety equipment will be provided, but must be maintained and laundered by the post holder.
- The successful applicant to assist in the drawing up a work rota according to the seasonal needs, in consultation with the Headteacher
- It is essential the applicant holds a current driving license.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed annually at performance management and may be subject to modification or amendment at any time after consultation with the post holder

Personal Qualities

- Enthusiasm.
- Initiative.
- An unflappable disposition.
- Good communication skills.
- Self-motivation to work alone.
- Reliability and high levels of organisation.
- A flexible attitude.
- A good level of physical fitness.
- Above all we are looking for a person with a desire to improve the grounds.
- Pride in their work.



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As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).



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Person Specification

Caretaker

Responsible for School Grounds and Swimming Pool

Personal requirements	D=Desirable E=Essential
Experience and qualifications: <ul style="list-style-type: none">• Good ICT working in Word & Excel• Experience of managing premises/facilities or similar• Experience of working in a busy environment• Experience of Health & Safety standards• Experience of prioritising workloads• Experience of working with a wide range of staff, contractors, visitors.• Full Clean Driving Licence• First Aid Qualification or willingness to complete a First Aid at Work Qualification	D E E E E E E E D
Knowledge:	



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<ul style="list-style-type: none">• Ability to work as part of a team and act on own initiative• Ability to work under pressure and remain calm in different situations• Must be prepared to cover the duties of absent site staff• A flexible approach to work schedules	E
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