**Job Description**

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| **Job Title:** | Grounds and Maintenance Assistant |
| **Hours of Work:** | 8am – 4pm – 37.5 hours per week |
| **Department:** | Estates |
| **Job Grade (if applicable):** | 7 |
| **Accountable to:** | Head of Grounds and Head of Maintenance |
| **Number of direct reports:** | 0 |
| **Budgetary responsibility:** | None |
| **Location:** | Winchester House School |
| **Purpose of the role:** | The post holder will be responsible for the supporting the Grounds and Maintenance teams in the management of the buildings and grounds across the site.  The needs of the school will require a flexible approach to hours of work including some work at weekends. Close liaison with the Head of Grounds and the Head of Maintenance, and the rest of the team, will be essential on day to day basis. This role will offer the scope to increase knowledge and skillset with in post training. The main focus will be learning Gardening and Grounds skills to ensure that the Gardens and Pitches within the School are kept clean, tidy and enhance the look and performance of the school.  The post holder, and the rest of the Maintenance and Grounds Team, will be responsible for the provision of a safe, secure, clean, warm and stimulating environment for pupils, staff and visitors and ensure that Health and Safety requirements are complied with |
| **The Stowe Group** | |
| The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme. | |
| **Vision & Ethos** | |
| We are Change Makers  Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community. Our World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve. Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. We strive to attract and retain employees of the highest calibre.  The Group’s talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of The Stowe Group.  Pupils and staff have a heightened awareness of their social and environmental responsibility in preserving our unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability. | |
| **Key Tasks:** | |
| * Under the direction of the Head of Grounds, to take responsibility for ensuring that all grass is cut in a timely manner so that the grounds are kept tidy and safe * To strim all areas as required, under the direction of the Head of Grounds * To be responsible for litter picking throughout the site * To assist with weed killing throughout the site, within skillset * To prepare flower beds, and then take responsibility for ensuring that they are maintained * To prune the plants on site and then take responsibility for ensuring that they are kept tidy * During the change of seasons, to keep the main drive clear of leaves, dirt and debris * To assume responsibility for keeping the ponds on site tidy and safe for site users * To assist the Head of Grounds and the Grounds Assistant with the provision first class playing surfaces, sports pitches and other grounds areas at all times * To assume responsibility for the storage of waste through out site, ensuring that the bins around site are emptied twice a week and that the bin store area is kept clean and tidy * To assist with the preparation, implementation and monitoring of weekly, monthly and annual maintenance programmes within remit * To help with grounds-related activities relating to the sporting programme (e.g. maintenance timetables for playing surfaces, car park control etc.) * When directed by the Head of Grounds, to help with the management of the Astro pitch, ensuring that all necessary cleaning and maintenance is completed. * To assist with the weekly maintenance of the minibuses to include topping up washer and ad blue, checking tyre pressure as required and taking them for tyre changes when needed. * If required, to assist with the maintenance of all trees and hedges on site, especially those with protection orders * To provide front line grounds services in adverse weather conditions, including snow/ice clearance from pathways around the sites * Within skillset, undertake works as directed by the Head of Maintenance enabling the school to be maintained in a state of good repair in order for lessons and other activities to proceed with minimum disruption. * To comply with current Health & Safety legislation, School Policy and good working practices in relation to both the use of school premises and personal duties and responsibilities. * To work with the rest of the Maintenance and Grounds team with moving furniture and other items of equipment around the school as requested to enable lessons and other activities to take place without disruption or delay. * To have a basic understanding of legislation relating to grounds-related chemicals and dangerous substances; to promote safe working practices at all times when grounds staff are using these * To assist with conducting risk assessments, developing contingency plans and be able to respond to emergencies. Actively promote safe practices of self and others. Respond to emergencies by using emergency equipment and calling assistance * Ensuring records and log books are sufficient for all relevant activities as appropriate to job role * To assist with the distribution of deliveries of orders, to ensure that supplies and equipment required by pupils and teachers and other staff are available when and where required. * To assist with the provision of front line grounds services in adverse weather conditions, including snow/ice clearance from pathways around the sites | |

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| **Person Specification:** The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form | | |
| **Attributes** | **Essential** | **Desirable** |
| Qualifications | * Driving licence | * Horticulture L2 or L3 |
| Specialist Skills and Experience | * A basic understanding of Health and Safety requirements (further job specific training will be provided) * Good level of numeracy, accuracy and an eye for detail * Basic computer skills including word, and excel | * Legislative Awareness level of training (asbestos, legionella, manual handling etc), although job specific training will be provided |
| Personal Qualities | * Must be able to develop good relations with staff and pupils and the wider school community * Must be able to take direction from line managers * Must be fit and capable of heavy work and lifting * Must be able to work in all weather conditions including rain, snow etc |  |
| This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder | | |
| **Date Agreed: February 2025** | | |

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| **Our Values** | | | | | |
| **Value scales:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **This value is the least important to the role** | **This value has some significance to the role** | **This value is desirable to the role but not essential** | **This value is important to the role** | **This value is essential to the role** | | **1** | **2** | **3** | **4** | **5** | | | | | | |
| **In the role of Grounds and Maintenance Assistant we are looking for Change Makers who are (please highlight as appropriate):** | | | | | |
| **Professional:** | 1 | 2 | 3 | 4 | 5 |
| **Creative Problem Solvers**: | 1 | 2 | 3 | 4 | 5 |
| **Kind:** | 1 | 2 | 3 | 4 | 5 |
| **Flexible:** | 1 | 2 | 3 | 4 | 5 |
| **Collaborative:** | 1 | 2 | 3 | 4 | 5 |
| **Communicator:** | 1 | 2 | 3 | 4 | 5 |