



Russell House

September 2021

Job Description Part-Time Assistant Groundstaff

Line Manager: The Bursar
Hours: 7.30am to 10.30am term time only
plus any other hours as required

Security and safety

- Security of buildings - general overview, watching for defects and damage and taking appropriate action
- Liaising with outside contractors and workmen as appropriate when directed by the Head or Bursar
- Overseeing deliveries as appropriate
- Adhering to the Health and Safety requirements of the School Safety consultant
- Maintaining school tools and equipment, including keeping the tools register up to date and ensuring that they are all fit for purpose
- Storing hazardous substances and equipment safely, ensuring equipment is not left in the grounds when not in direct use.

Supporting the day to day school life

- Conduct the early morning routines e.g. run the car park during drop off and/or leaf-blowing
- Carry out a weekly review of the grounds and report to the Bursar of any maintenance requirements.
- Carrying out any tasks reasonably requested by the Bursar and/or any member of SMT.
- Carrying out work at suitable times to minimise disruption to pupils, staff and parents
- Weekly sweep of grounds to ensure no poisonous plants
- Being “on call” to deal with emergencies outside of normal working times
- Marking out white lines each lines for sport before the start of each term in the appropriate sport, followed by regular maintenance throughout the term as required by the Heads of Sport and/or Groundsman.
- Setting up and putting away gym equipment every week as directed by the Games Department.
- Assisting as required with moving furniture and other items, e.g. stage
- Assisting with putting up and taking down tennis nets as required
- Put up and take down ‘Open day’ banners as necessary

- Run the car park at busy school events e.g. open mornings
- Drive the minibuses as required.

Maintenance

- Be proactive managing all aspects of maintenance, i.e. anticipate work requiring attention, follow forecasts and adjust hours to ensure proper snow clearance etc.
- To maintain the pitches and courts to ensure that they are of the best possible condition.
- General maintenance of school grounds
- General maintenance of the pathways and drive i.e. weeding, leaf and snow clearance as required
- Ensuring all outside bins are emptied regularly
- Decorating as required by the Head of Maintenance
- Keep car park clean and maintain lines, repainting as necessary

Professional Standards

- To attend meetings and courses run by the Institute of Groundsmen and keep up to date with best practice.
- To understand of the need for the School's unwritten 'give and take policy' in terms of commitment
- Dress appropriately in line with the ethos of the school
- Regularly check and respond as appropriate to all emails
- To attend relevant Staff Briefings and Inset days, the day before the start of each term and two days in September and any other staff meetings as requested by the Head
- Be available for and engage with the school's appraisal scheme
- To appraise yourself of school routines and expectations through the staff handbook, policy documents and contract of employment
- Compliance with use of safety equipment e.g. ear protectors
- Strictly no smoking on the school site (legal requirement)

Russell House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.