

Job Description



Job Title:	Grounds & Gardens Operative (Summer)	
Department:	Estates (Grounds)	
Line Manager:	Grounds Manager	
Job Purpose:		
<p>To provide a range of frontline grounds maintenance services across the school campus on a fixed 6 month contract (April – October), contributing to the wider high-quality and Estates provision for George Watson’s College.</p> <p>To ensuring compliance with all Health and Safety requirements, including COSHH, in relation to all aspects of grounds and pitch maintenance while adhering to the schools code of conduct.</p>		
Main Responsibilities:		
1	<p>To undertake daily maintenance and upkeep of all school grounds, planted gardens and on occasions pitches using the appropriate work methods and machinery associated with various tasks such as turf preparation mowing, strimming, weed control, planting, watering, leaf clearing</p> <p>To ensure that all grounds areas are kept clean, tidy and safe at all times, by removing litter and debris, reporting maintenance jobs to other Estates colleagues and ensuring compliance with all Health and Safety requirements as required.</p> <p>Support the needs of the school for numerous events that require additional work out with the normal working week. An example of this would be preparing for the schools ‘Open Morning’ and other events.</p>	40%
2	To maintain and install all appropriate sports pitch equipment (e.g. goal posts, rugby posts, tennis nets, cricket nets and other sport equipment and protective covers as necessary) in line with the School’s timetable and other sports or external requirements.	30%
3	To provide a general maintenance and horticulture service for the gardens and hard landscaped areas across the School’s campus, including the effective upkeep of all grass and lawns, hedges and plant displays, car park and various surrounding areas, to ensure that the School’s grounds are well presented and give an excellent impression of George Watson’s College at all times.	20%
4	To be responsible for the general day-to-day maintenance, cleanliness and	10%

	serviceability of all grounds maintenance machinery and equipment including tractors, lawn mowers, strimmer's, other horticultural equipment, and hand tools.	
Key Contacts and Working Relationships:		
<p>Liaising with internal colleagues within the organisation from fellow peers through to senior management.</p> <p>Primarily the key contact will be with the P.E department, Estates team and wider colleagues across the school.</p> <p>There will be occasions when external contractors will be on campus to maintain equipment and deliver services to assist in the grounds care. Dealing with suppliers/salesman who we use for products on a regular basis.</p>		
Planning and Organising:		
<p>Daily/weekly work will be issued from the Head grounds man dependant on the sporting events for that week.</p> <p>Ensure all tools are adequate for the jobs in hand</p> <p>Report any potential defects that could affect the front line service</p>		
Problem Solving and Decision Making:		
<p>Once a task has been allocated there should ownership and responsibility of tasks that have been assigned.</p> <p>The post holder will also be encouraged to make decisions where there are potential issues that need attention around the campus but may not be picked up from the grounds manager .</p>		
Resources and Requirements:		
No line management or budgetary responsibilities associated with the post.		
Knowledge, Skills and Experience:		
<p>Essential:</p> <ul style="list-style-type: none"> • Previous experience using grounds machinery • Understanding of the importance of Health and Safety in relation to all aspects of grounds maintenance • Full current UK Driving Licence • Able to work independently and as part of a team, willing to help others whenever necessary • Able to effectively carry out the physical tasks associated with the main responsibilities of the post 		

- Positive attitude, and flexible approach to working

Desirable:

- Experience within a horticultural environment and plant knowledge
- Awareness of the responsibilities of working in an environment with young people