



Post:	GROUNDS MAINTENANCE ASSISTANT
Reporting to:	Building Supervisor, Support Services Manager and Director of Finance
Hours:	20 hours per week
Salary:	NJC SCP 5: £25,583 pro-rata (£13.26 per hour)

KEY DUTIES & RESPONSIBILITIES

- Liaise with the Building Supervisor and follow work plans regarding duties on a daily/weekly basis.
- To provide assistance in the provision of a day-to-day grounds maintenance function.
- Litter picking and disposal. Maintaining communal areas and open spaces, particularly after break/lunch.
- General gardening duties to include trimming hedges, planting, watering, and pruning plants and shrubs.
- Brushing weeds and other debris from grounds and pathways.
- Emptying and cleaning bins. Replenishing and securing bin bags.
- Keep estates outbuildings and waste areas in a clean and tidy condition.
- Low level window cleaning of canteen windows as well as entranceways around the school site.
- Operate basic tools, machinery, and safety equipment.
- Graffiti removal.
- Report health and safety concerns and defects to caretaking team as and when necessary.
- Support all staff in ensuring the general safety of pupils.
- Assist with evacuation in emergencies.
- Attend training sessions as required.
- Willingness to work outdoors in all weather conditions.
- Seasonal duties to include:
 - leaf blowing/clearing,
 - weed killing and removal from paving and pathways.
 - power washing,
 - gritting and snow clearing, pathways, driveways, and walkways.
 - curb and outdoor painting as required.
- Any other general maintenance duties as required within the competence of the postholder.

The job holder will undertake other duties as determined by the Senior Leadership Team as required.

This job may be altered from time to time in line with the developing needs of the College.



MATHEMATICS
MASTERY



Post: Grounds Maintenance Assistant

ESSENTIAL CRITERIA	
1	KNOWLEDGE a) General maintenance knowledge (A) b) Understand and ensure the implementation of the Health & Safety Policy, Emergency and Fire Procedures. (I)
2	RELEVANT EXPERIENCE <i>Demonstrate using examples from your own practice</i> a) Skills or experience relevant to grounds maintenance (A) b) Manual Labour (A)
3	PERSONAL QUALITIES/ INTERPERSONAL SKILLS <i>Demonstrate using examples from your own practice</i> a) Ability to communicate with students, colleagues, and visitors to the school grounds (I) b) Teamwork (I) c) Excellent punctuality and attendance record (I) d) Responsible (R) e) Reliable (R) f) Flexible (R)
DESIRABLE CRITERIA	
1	RELEVANT EXPERIENCE <i>Demonstrate using examples from your own practice</i> a) Painting and decorating skills to support the caretaking team if required. (A)
* Criteria to be tested: A (Application Form); I (Interview); (R) Reference *Please note that criteria may need to be enhanced to facilitate the shortlisting process *Hazelwood Integrated College has the right to rescind this appointment before start date	

