

OUR VALUES

We enrich through a broad and varied curriculum

Job Description

Job Title:	Premises and Grounds Assistant
Line Manager(s):	Premises Team Leader
Department:	Estates and Facilities

Job Summary

The Premises and Grounds Assistant plays a hands-on role in maintaining the school's estates, supporting the day-to-day operational needs of the school community, and ensuring that facilities and grounds are maintained to the highest standards. Working closely with the Premises Team Leader, and wider Estates team, the postholder will respond to requests across the Tormead group of schools and will be expected to take a proactive, professional, and safety-conscious approach at all times. The postholder must have a willingness to drive the school minibuses (training provided).

Main Responsibilities

Grounds:

- Assist in the development and maintenance of the grounds and gardens across a multi-site organisation, ensuring the appearance fits that of the school.
- Ensure the grounds and gardens are presented to the highest standards for events.
- Mow lawns and composting or disposal of grass cuttings.
- Maintain flower beds, borders, and shrubberies throughout the year.
- Cut hedges, pruning trees and shrubs.
- Ensure pathways, entrances, playing courts and roadways are free of leaves and litter.
- Regularly check all drains and respond to any issues appropriately.
- Carry out regular inspections, clean and maintain all grounds/garden tools and machines according to manufactures recommendations.
- Jet wash playing courts, path and roadways.

School Vehicles:

- Drive the school minibuses in compliance with all motoring laws, with due care and attention and in accordance with minibus training.
- Drive other school vehicles whenever requested for collections and/or deliveries.
- Report any vehicle defects, incidents, and accidents in accordance with procedures.
- Undertake weekly vehicle internal and external inspections to ensure vehicles are safe and in a roadworthy condition in accordance with the inspection schedule.
- Refuel vehicles as required, ensuring fuel tanks are maintained above $\frac{1}{3}$ full at all times.
- Ensure vehicles are internally and externally clean at all times.
- Attend and complete driver training and assessment as required by the role.
- Traffic duties on site during drop off and pick up times as required.

Premises:

- Support the wider Estates team, including carrying out general maintenance tasks and undertaking basic repairs.
- Contribute to completing planned maintenance tasks in line with the Estates schedule.
- Support allocated projects under the direction of the Premises Team Leader.
- Contribute to maintaining site security at all times, ensuring doors, windows and gates are secured or opened at the specified times.
- Assist school maintenance trades when required.
- Report damage or faults in furniture, tools, equipment, or buildings promptly.
- Operate equipment and vehicles where trained/licences to do so.

Facilities Support:

- Set up facilities by moving furniture, equipment and signage to support school operations and events, and resetting afterwards.
- Assist with the set-up of internal and external school events as directed.
- Mover furniture and equipment for external lettings or room changes across the sites.
- Undertake general housekeeping duties, including waste collection, basic cleaning, and the assembly of furniture.

Health and Safety:

- Report all health and safety issues, near misses, accidents, and hazards to the Premises Team Leader and/or the Head of Estates & Facilities.
- Carry out manual handling tasks in accordance with training and safe practice.
- Assist in weekly fire alarm testing and other routine safety checks, including acting as a Fire Marshall when required.
- Ensure risk assessments are carried out as appropriate and guidelines are adhered to.
- Gritting and outdoor tasks during adverse weather.
- Clear obstructions/spillages in all areas of buildings and grounds
- Complete online compliance checks through the school's online compliance portal.

Continuing Professional Development:

- Attend relevant child safeguarding training and other mandatory induction training.
- Evaluate own professional performance and be committed to improving own practice through appropriate training and development.
- Engage actively in the performance review process.

General:

- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- To participate in staff meetings, INSETs and additional School functions as required.
- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.
- To promote and uphold the ethos and values of Tormead School.
- To adhere to all School policies, procedures, and risk assessments, including safeguarding, child protection and health and safety.

This job description is not intended to be a comprehensive statement of procedures and responsibilities but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. The post holder shall be required to carry out other duties as necessary and required to meet the changing needs of the school.

Safeguarding Children

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with the School's policies and procedures.

Key Relationships

Internal: Premises Team Leader, Head of Estates & Facilities, Director of Finance & Operations, members of the Executive Group and Senior Leadership Group, Teaching and Business Staff colleagues.

External: Contractors, suppliers, external professional consultants and advisors, parents.

See page 4 for Person Specification

Person Specification		
	Essential Criteria	Desirable Criteria
Qualifications & Training	<ul style="list-style-type: none"> • Good functional literacy skills (reading, writing, understanding instructions) • Full clean UK driving licence with Category D1 or Category PCV • Willingness to undertake further training in health and safety and compliance 	<ul style="list-style-type: none"> • Health and Safety certifications, such as IOSH Working Safely, Manual Handling, First Aid at Work • Evidence of continuing and relevant professional development
Experience	<ul style="list-style-type: none"> • Previous experience in a similar role within a school or facilities team • Experience and confident in driving a minibus or similar e.g. large van • Two years' driving experience • Experience of working under pressure and meeting deadlines 	<ul style="list-style-type: none"> • Experience in working within a school or educational environment • Minibus driving experience
Skills and Knowledge	<ul style="list-style-type: none"> • Strong communication and customer service skills • General gardening skills • General maintenance and repair skills • Understanding of basic Health and Safety, particularly manual handling • Good decision-making, time management, and prioritising skills • Ability to balance priorities 	<ul style="list-style-type: none"> • Knowledge of Health & Safety Regulations • Knowledge of plumbing, joinery, electrical • Working knowledge of Microsoft Office, including Outlook (basic level)
Behavioural Competencies and Qualities	<ul style="list-style-type: none"> • Ability to work independently and collaboratively within a team • Resourceful and flexible, with a practical approach to tasks • Ability to undertake physically demanding tasks as part of a manual workload • A passion for plants, gardening, horticulture and working outdoors • Punctual, reliable and trustworthy • Able to remain calm and professional in all situations • Readiness to learn, share ideas and listen • Motivated by high standards: taking satisfaction in doing things well 	