

TRELOAR TRUST

JOB DESCRIPTION

Post:	Senior Grounds Person
Location:	Treloar's Trust
Responsible to:	Deputy Head of Estates
Responsible for:	Gardens & Grounds persons

Main Purpose of Job:

To lead a small team who are responsible for the upkeep and maintenance of the Trust's gardens, grounds, pathways, car parks, and driveways.

KEY TASKS

Under the guidance and instruction of the Estates Supervisor, duties include:

- Leading the work of the grounds team, and allocating tasks and duties.
- Creating a grounds management plan for the treloar's site
- Ensuring all operations are carried out safely.
- Maintain a safe working environment with due regard for COSHH, Risk Assessments, RIDDOR, safe working practices and maintaining accurate records.
- Direct and support any volunteers working in the grounds or gardens, as instructed.
- To operate basic garden machinery.
- To ensure machinery is serviced regularly and maintained in a safe condition.
- To keep any tools and equipment used clean and in good order.
- Hedge trimming, tree lopping & pruning.
- Mowing and strimming of all areas, using a ride-on mower, petrol mower and strimmer.
- Weeding, and weed kill spraying at appropriate times/locations (according to training provided).
- Cleaning of road signs, erecting new signs, including concreting work.
- Maintenance of existing fencing, and installation of new fencing where required.
- Maintain the Froyle memorial garden on a monthly schedule.
- Maintain the sports court and sports track.
- Drain and building gutter clearance/maintenance.
- Maintenance of pathways & roadways, minor pothole repairs.
- Pond and water feature maintenance, inc legionella/bacteria/algae prevention.
- Gritting of roads and clearance of snow and leaves.
- Potting on, sowing seed, prickling out.
- Making up of planters and hanging baskets.
- Installing new pathways and features.
- Assist in building new pergolas, trellis, garden shed, shelters.
- Digging out footings for drainage and other grounds work required.
- Creation of new planting designs to stimulate student outdoor activities.
- Waste clearance.
- Sweeping up and litter picking.

- Assist with pest control.
- Assist with on-site security as required.
- Assist with traffic control as required, and with parking duties for special events.

Other duties

- To be responsible for your own safety and that of your colleagues.
- Any other duties as may reasonably be required.
- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust
HR Office
February 2025

Person Specification – Senior Grounds Person

MINIMUM CRITERIA	DESIRABLE CRITERIA
<p>Qualifications</p> <ol style="list-style-type: none"> 1. Good standard of education (minimum educated to GCSE level or equivalent) 2. Certificate of competence in weedkill spraying, brushwood chipper, abrasive wheel, chainsaw, strimmer/ brush cutter, ride-on mower or willing to train to 	<ul style="list-style-type: none"> • Foundation or Horticultural level ½ • PASMA Access tower
<p>Skills and Knowledge</p> <ol style="list-style-type: none"> 1. Good organisational skills 2. Able to communicate effectively with a wide range of people internally and external 3. Demonstrate knowledge of the implications and application of the relevant H&S regulations 4. Following written instructions 	<ul style="list-style-type: none"> • Pest control Management • Weed management • Garden machinery maintenance
<p>Experience</p> <ol style="list-style-type: none"> 1. Experience using grounds and gardening equipment 2. Experience of COSHH 3. Management of material to avoid wastage 4. Cutting / mower grass 5. Laboring tasks 	<ul style="list-style-type: none"> • Experience of working in a school or college grounds or similar environment • Administration skills and ability to use a computer • Experience of prioritising own workload • Pruning • Managing a team
<p>Personal Qualities</p> <ol style="list-style-type: none"> 1. Initiative-must be able to work without close supervision 2. Working with a team 3. Adaptable and able to work to the weather conditions 4. Flexible and trustworthy 5. Able to see jobs through to completion 	
<p>Physical Requirements</p> <ol style="list-style-type: none"> 1. Exposure to noisy machinery 2. Pushing and pulling trolleys/ trucks 3. Lifting and Handling of large equipment and materials 4. Must be physically fit and able to cope with the demands of the job 5. Standing for long periods 6. Must be good with hands/manual dexterity 	
<p>Special Circumstances</p> <ul style="list-style-type: none"> • Able to work during School/College holidays etc. • Be prepared to work in all types of weather 	

TRELOAR TRUST IS COMMITTED
TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

All successful candidates will be subject to a DBS Check along with other relevant employment checks

**BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE
TRUST'S EQUAL OPPORTUNITIES POLICY.
FURTHER INFORMATION**