



SOUTHEND EAST COMMUNITY ACADEMY TRUST JOB DESCRIPTION

Post Title:	Trust Grounds Technician
Salary:	Scale 7
Hours:	Full Time, 37 hours per week
Location:	Shoeburyness High School with Travel between all Trust schools as required
Responsible to:	Trust Estates Manager

Job Purpose

It is the Grounds Technician's job to ensure that outdoor areas are safe, clean, and attractive including all grassed areas. This requires keeping the Trust sites looking their best. The Grounds Technician will be provided with appropriate tools and equipment required to achieve optimal maintenance. They should be able to keep up the appearance of all outdoor areas by keeping lawns manicured, hedges trimmed, and pathways clean from debris. They will work under general supervision; work will be reviewed at project milestones and/or on completion by the Trust Estates Manager. To provide support to produce a long-term development programme for the Trust Estate to support the Trust strategic development plans working in collaboration with the Trust Estates Manager.

Job Responsibilities

Grounds Operations

- Operate hand tools and power equipment, including mowers, leaf-blowers, snowblowers, tilers, backhoes, and tractors
- Taking care and maintain all grounds keeping supplies, machinery tools and inventory.
- Maintaining grass to appropriate length throughout the year for different sporting activities
- Initial setting out of and remarking of lines for pitches, track and field.
- Watering all flowers and plants on the grounds
- Weeding, trimming, and mulching plants using gardening tools.
- Removes unwanted or unhealthy plants, shrubs, and trees, as well as downed limbs.
- Applies mulch, fertilizers, herbicides, and pesticides.
- Ensuring the grounds are clean, safe, and usable by students, staff and visitors (clearing rubbish, weeds, debris etc on all Trust grounds)
- Taking on special landscaping or planting projects as required
- Perform weekly minibuses checks and transport of minibuses to a garage for repairs, maintenance and service as needed.

Though not a responsibility on a daily basis, it is expected that in the event you would support the estates team members with any additional duties as requested by the Trust Estates Manager.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports, and return are completed accurately and submitted within required deadlines. To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the Trust's Data Protection Lead, any concerns, or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

- To be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, security, confidentiality, and data protection reporting all concerns to an appropriate person.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which is commensurate with your grade after consultation with you.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • IT Literate (training will be given on school systems) • Driving Licence • Demonstrable appropriate level of experience and evidence of continuing professional development relevant to the role • Level 2 Certificate in Sports and Amenity Turf Maintenance • Level 2 Certificate in Practical Horticulture Skills • Level 3 Diploma in Horticulture 	<ul style="list-style-type: none"> • Degree • Qualifications for use of chainsaws
Experience	<ul style="list-style-type: none"> • Experience of working in ground management • Practical hands-on approach to problem solving. • Experience of working in a high volume, fast paced environment • Understanding of the impact of failure/downtime • Experience and ability to work at heights. 	
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent customer service skills • Excellent interpersonal skills • Good management skills • Ability to work in a diverse and dynamic environment and to prioritise work effectively. • Ability to work flexibly to meet deadlines and respond to unplanned situations. • Ability to respond positively to and actively support Senior Management within the Trust • Experience in the line management of staff • Understanding Health & Safety practices 	<ul style="list-style-type: none"> • Understanding of engineering, scientific, or technical information
Personal Qualities	<ul style="list-style-type: none"> • Communication skills at all levels • Proactive approach to work being responsive, empathetic and supportive to all within the School/Trust • Able to establish effective relationships with those working in and with the school. • Ability to build and form good relationships with colleagues and work collaboratively across the Trust. • Embraces personal challenge. • Is resilient, optimistic and open to change. • Can do attitude. • Understand the importance of physical and emotional wellbeing of staff and pupils. • Have a sense of humour 	<ul style="list-style-type: none"> • Able to contribute new ideas and ways of working.

Other	<ul style="list-style-type: none">• Committed to safeguarding and promoting the welfare of children, young people and adults at risk.• Committed to Health and safety.• Committed to equal opportunities and inclusion.• Committed to continued professional development.• Compliance to Data Protection Act 2018 and UK GDPR principles/requirements Understanding and commitment to safeguarding principals/requirements	
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