



JOB PROFILE

Post Title:	Grounds Person, SHSS
Directorate:	Education, Skills & Employment
Responsible to:	Principal Caretaker, SHSS
Responsible for:	
Grade:	A5

Job Purpose

To improve the lives of all within our community and help the island thrive by providing a safe environment on Francis Plain for all to use by ensuring that the grounds are properly maintained.

Main Duties and Responsibilities

1. Under the direction of the Principal Caretaker:

- a) Keep the grass and hedges trimmed on Francis Plain Sports Field and surrounding grounds and the grounds and surrounding areas of St Helena Secondary School. This encompasses approximately 4 acres of grassland.
- b) Maintain Francis Plain Sports Field to ensure it is made ready for booking requirements i.e. football/cricket/400m sports athletic track or other bookings
- c) Responsible for the maintenance of the fencing and gates around Francis Plain and St Helena Secondary School
- d) Ensure the grounds of Francis Plain is kept in a litter free state
- e) Ensure that the Francis Plain Ring Road is kept clear of brushwood, bushes and tree branches
- f) Responsible for the cleanliness of the toilets on Francis Plain and for opening/closing as and when required
- g) Responsible for keeping the Squash Court, Pavilions, Tennis Courts, Grounds Shed and Irrigation Pump Housing clean and tidy and ensure general maintenance of all of these areas.
- h) Responsible for setting up the irrigation pump and spreading fertiliser on Francis Plain



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2. Be competent in the use and maintenance of the following equipment: Brush cutters/hedge cutters, ride-on or push lawn mowers, quad bike, Stihl Trimmers, trailer/pedestrian lawnmowers, irrigation pump and all other general hand tools.
3. Assist the caretaker in setting up and dismantling furniture and equipment with regards to major bookings in the school hall or on Francis Plain and/or moving large or heavy objects
4. Responsible when using the education vehicle for ensuring that mileage is booked and any faults with the vehicle are reported as soon as possible
5. Responsible for ensuring all skills necessary for the role is kept up to date and for ensuring a valid driver's license.
6. Responsible for adhering to all policies and practices of St Helena Secondary School and the Code of Management.

Special Conditions

Out of hours work required depending on Francis Plain bookings.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: N/A	(i)
Planning & Delivery of Work: <i>Work is produced on time and to a good quality standard</i>	(i)
Analysis and use of Information: <i>Capable of resolving day-to-day problems with own work to refer to manager when necessary.</i> <i>Attentive to detail and capable of interpreting basic written information</i>	(i)
Decision Making: <i>Ability to work on own initiative and apply sound logic to simple decision making and problem solving</i>	(i)
Working with Others: <i>Receptive to feedback from others and maintains good working relationships with colleagues</i>	(i)
Communication: <i>Active listener and communicates clearly and effectively both orally and written</i>	(i)



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Influencing and Persuading: <i>N/A</i>	(i)
Dealing with Change: <i>Flexible and adaptable to change</i>	(i)
Continuous Improvement: <i>Willing to learn and develop in job role</i>	(i)
Managing Resources: <i>N/A</i>	(i)



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Have a clean and valid driving license in Classes A, B, C & D	E	√	
Health & Safety Certificate	D	√	
First Aid Certificate	D	√	
Knowledge & Experience:			
Experience in handling cutting tools, including management of DIY tools and equipment	E	√	√
At least 3 years driving experience	E	√	√
Skills and Abilities:			
Able to communicate	E		√
Able to maintain confidentiality	E		√
Good organisational skills	E		√
Other:			
Willingness to work flexibly – some weekend work may be required.	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.