

# **Lytchett Minster School**

## **Job Details and Person Specification**

**Post:** Assistant Grounds person  
**Job ref:** Dorset Grade 6  
**Reports to:** Grounds Person



### **Main job purpose**

The school grounds comprise a diverse and extensive estate, including mature woodland, prestige lawns, multiple sports fields, a synthetic turf pitch, ornamental borders, landscaped areas, and the secluded "Secret Garden" — a walled Italian-style garden.

The primary responsibility of the post holder is to undertake a wide range of grounds maintenance and horticultural tasks to ensure the entire school site is kept to a consistently high standard, reflecting a positive and professional image to all students, staff, parents, and visitors. A particular emphasis will be placed on the maintenance and preparation of the school's natural and artificial sports pitches, including, but not limited to: mowing, treatment and conditioning of surfaces, line marking, and general upkeep to ensure safe and visually appealing facilities.

The post holder will work as a member of the Site Team and will primarily focus on grounds-related duties. However, there may be occasions where the role requires support with general site maintenance tasks across the wider school estate, in line with the operational needs of the Site Team. The role involves working independently for significant periods, requiring initiative, responsibility, and a proactive approach to maintaining the school's outdoor environment.

### **Main duties and Responsibilities**

The post holder will be responsible for a variety of established tasks and duties, including but not limited to the following:

- Organise and carry out all aspects of grounds and sports pitch maintenance as outlined in the scheduled work programmes.
- Take primary responsibility for the upkeep and maintenance of both natural grass sports pitches and synthetic turf pitches, ensuring they are prepared and presented to a high standard.
- Ensure all tasks are completed in accordance with required specifications, within agreed timescales, and in line with budgetary considerations.
- Carry out seasonal and weather-related duties including leaf blowing, gritting, salt spreading, and snow clearance across the school site as necessary.
- Assist in the planning and development of the school grounds, contributing ideas and practical knowledge to future improvement initiatives.
- Operate, maintain, and securely store all grounds maintenance vehicles and equipment, ensuring they are kept in good working condition and used safely at all times.
- Ensure all equipment, tools, and materials are stored in a safe, secure, and legally compliant manner.
- Report any mechanical faults or equipment breakdowns promptly to the Grounds person, and arrange repairs as directed.

- Comply with all health and safety policies and procedures, maintaining a safe working environment for self and others at all times.
- Represent the Site team and the school in a professional and positive manner, particularly when interacting with staff, students, parents, and visitors.
- Attend relevant training sessions, team briefings, and meetings as required to support professional development and effective team working.
- Provide regular updates to the Grounds person on progress, completed tasks, outstanding issues, and any concerns requiring attention.

## Person Specification

### Essential:

- Willingness to undertake training relevant to the role (e.g. health and safety, equipment use)
- Experience in grounds maintenance or similar outdoor work
- Experience operating groundskeeping machinery and tools (e.g. mowers, line markers)
- Knowledge of grounds maintenance practices, including mowing, planting, and seasonal tasks
- Basic mechanical understanding of tools and equipment
- Awareness of health and safety requirements in an outdoor/site-based environment
- Ability to work independently and manage time effectively
- Good interpersonal skills with a positive and professional manner
- Willingness to work outdoors in all weather conditions
- Reliable, trustworthy, and committed to high standards
- A flexible approach to duties and working hours (e.g. early starts, occasional late finishes)
- Commitment to safeguarding and promoting the welfare of children and young people
- Satisfactory enhanced DBS check (to be undertaken upon appointment)

### Desirable:

- Formal horticultural or grounds maintenance qualification (e.g. NVQ, RHS, City & Guilds)
- PA1 and PA6 pesticide application certification
- Manual handling and first aid training
- Full UK driving licence
- Experience maintaining sports pitches, including synthetic surfaces
- Experience working in a school or similar public environment
- Experience in basic equipment maintenance
- Knowledge of pitch marking for a range of sports (e.g. football, rugby, athletics)
- Understanding of grounds development planning
- Knowledge of woodland, border and lawn care
- Enthusiastic about improving and enhancing the school grounds
- A strong team player who contributes to a positive working environment

- Understanding of the ethos and values of a school setting

## **Conditions of Service**

<b>Salary Grade:</b>	Grade 6 (spinal column points 6 – 9)
<b>Salary:</b>	£25,183 - £26,409 per annum
<b>Contractual hours:</b>	37 hours per week 8.30am – 4.30pm (Flexible times to be confirmed)
<b>Contract type:</b>	Permanent
<b>Contractual weeks:</b>	Full-year
<b>Annual Leave:</b>	25 days increasing to 28 after 5 years' service