



Beachborough

Job Description:

POSITION	School Groundskeeper
REPORTS TO	Estates Coordinator
CONTRACT TYPE	Full Time

The Role:

The role is responsible for the planning and carrying out the maintenance and upkeep of the school grounds. The role will be responsible for identifying and prioritising tasks to ensure that the grounds are always looking their best and that the appropriate sports facilities are available for pupils to use as and when required.

The postholder will work closely with the Maintenance team, who share the common goal of ensuring the whole site is safe and well maintained. This will involve undertaking tasks and duties to assist the maintenance team, who in turn will make themselves be available to assist the Groundskeeper as and when required.

Overview of the position, including the main roles and responsibilities (which may be varied in accordance with the demands of the role):

- Prepare and maintain the Sports pitches to a high standard, including the cutting, maintenance and cultivation of the grass.
- Setting up and marking out pitches for matches.
- Erect and maintain all sports equipment, nets, goals etc.
- To be responsible for tending and developing the flowers, shrubs, and garden areas within the School grounds.
- Undertake weed killing and spraying.
- Keep all hedges properly trimmed in and around the school boundaries.
- To play an active role in the school's tree management programme.
- Ensuring a clean, tidy, and litter-free appearance throughout the grounds and buildings, including the sweeping, blowing, washing and maintenance of paths around the school.
- Ensuring all sheds, outbuildings, and storage areas in a safe, clean, and tidy condition
- Maintain the pond and riverbank ensuring it is safe for educational activities and ensure the water course is kept clear.
- Maintain drain, gullies, and drains to ensure rainwater flows without blockage.
- Assisting with any ground's contractors on site (including safeguarding requirements) as directed.
- Maintaining any appropriate logs and reports.
- Assisting with the clearing of snow as well as gritting the drive, paths and any areas to which pupils, visitors and staff have access (in conjunction with the maintenance dept).
- To assist and carry out preventative maintenance work under the direction of the Estates Coordinator / Maintenance Manager.
- Organise the routine maintenance and servicing of groundskeeping equipment.
- To attend and participate in training and development relevant to the post as required.
- To carry out all duties within the guidelines of the Schools Health and Safety Policy.
- To comply with all School policies and procedures and undertake training as required.
- Any other commensurate duties as advised by the Estates Coordinator or Bursar.

The nature of the role means that the workload is not uniform throughout the year and during peak seasons, the workload may increase significantly. The role will need to manage and prioritise the workload (with assistance from the maintenance team), and this may require carrying out tasks outside of the normal working day. This forms part of the normal duties within the job description.

In addition to this, attendance at school-based events such as the annual firework display and Sports Day may required. The school will endeavour to provide sufficient notice of such events, and overtime at the standard rate can be claimed.

SAFEGUARDING

At Beachborough, safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred, this means that they should consider, at all times, what is in the **best interests** of the child.

The post holders **must** adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the DSL.

Equal opportunities:

Beachborough School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability, or age. Candidates will be assessed against relevant criteria only (i.e., skills, qualifications, abilities, experience) in selection and recruitment.

In accordance with the Disability Discrimination Act, Beachborough School seeks to treat those with disabilities as favourably as those without disabilities. It will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

Person Specification

Area	Essential	Desirable
QUALIFICATIONS	Willingness to undertake appropriate training	Evidence of further professional development Safeguarding Training (will be provided) First Aid Qualification PA1 / PA6 Spraying licence Minimum of 2 years' experience in operating ride on and push along mowers, hedge cutters and trimmers Chain saw use certificate CS30 / CS31
EXPERIENCE	Previous experience in working in gardening / grounds / caretaking and/or handyperson role	Previous experience of working within an educational environment
KNOWLEDGE AND UNDERSTANDING	Use of basic tools and machinery Safe and efficient working practices	Understanding of how important a well-maintained building and grounds benefits the school.
PERSONAL CHARACTERISTICS	Ability to manage and prioritise own workload Good communicator Happy to help with maintenance tasks and work as part of a wider team Proactively able to identify and carry out tasks which will enhance the school grounds Take pride in ensuring the school site is always looking its best	

General notes:

Beachborough is committed to safeguarding, child protection and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo all necessary pre-employment checks. Full details are given on the application form and the successful applicant will be subject to an enhanced DBS check.

Reviewed: July 2025