



ALL SAINTS RC SCHOOL

Diocese of Middlesbrough
Head Teacher: Mrs S L Keelan-Beardsley



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Job Description – Grounds Maintenance Assistant

Job Title:	Grounds Maintenance Assistant
Job Purpose:	To provide a good quality maintenance service that is responsive to the needs of the school, resulting in a clean and healthy environment for pupils and staff.
Accountable to:	Site Manager
Accountable for:	General upkeep and cleanliness of grounds
Liaising with:	Site Team.
Salary Grade:	£8.75 per hour (Living Wage)
Disclosure level:	Enhanced
General responsibilities and key tasks as shown below:	
Main (Core) Duties	<ul style="list-style-type: none"> Understand and act in accordance with the school's policies and procedures at all times. Maintaining the school's health and safety procedures as they relate to the grounds. Undertake cleaning duties, e.g. litter picking and emptying bins. General sweeping, tidying and graffiti removal as required.
Creativity and Innovation	<ul style="list-style-type: none"> The post holder is required to carry out routine duties with very limited opportunity to be creative or use their initiative.
Decisions, Discretion & Consequences	<ul style="list-style-type: none"> The work is routine and covered by policies and procedures and advice is readily available from the Site Manager. If work is not carried out to the required standard the Site manager may instruct the post holder to repeat the tasks.
Resources – financial & equipment	<ul style="list-style-type: none"> Post holders have shared responsibility for the proper use and safekeeping of materials and small items of equipment



Compassion



Truth



Respect



Forgiveness



Justice



Service



Gentleness



Humility



Stewardship

Work Environment	<ul style="list-style-type: none">• Work requires moderate physical effort which will involve walking, standing, bending and some lifting..• Work is carried out mainly outdoors.• Work involves minimal risk to personal safety.
Knowledge & Skills	<ul style="list-style-type: none">• Work as part of a team as well as work on their own.• Understand and implement basic safeguarding principles.