**POST TITLE: GROUNDSPERSON WITH CLEANING AND KEY HOLDER DUTIES**

**PERMANENT - PART TIME- 25 hours per week**

**SALARY:** NJC Point 2  £9.4351 per hour

**HOLIDAYS:** 36 days (pro-rata)

**Job Purpose:**

To maintain the grounds, clean designated areas of the school and assume key holder duties, under the direction of the Estates Manager, or other authorised person, and in accordance with the practice and procedures of Rainey Endowed School.

**Main Duties and Responsibilities**

**1.0 Maintenance**

1.1 Maintain the pitches within the school estate. This includes, but is not limited to, grass cutting, marking pitches, fertiliser and removal of weeds.

1.2 Mark out training areas/ grids as required.

1.3 Ensure that pitches are clear of dangerous items.

1.4 Maintain trees and shrubs within the training and competence of the post holder.

1.5 Pathways are to be kept clear of leaves and debris.

1.6 Daily inspection of sandpits and removal of sand from fouled areas.

1.7 Clean and replace contents of sandpits as required by the Estates Manager or other Authorised Person.

1.8 Advise the Estates Manager on the maintenance required for the school year.

1.9 Ensure adequate fuel for equipment and machinery is requisitioned in good time.

**2.0 Security/ Keyholding Duties**

2.1 Security of the Premises (including school meals accommodation) and its contents.

2.2 Open and close the premises and grounds (including occasional outside school hours), except in circumstances where the Estates Manager or other Authorised Person authorises another person to do so.

2.3 Ensure that all windows are closed, doors and gates, both internal and external are locked at the end of each day.

2.4 Safe custody of the keys of the premises.

2.5 Operate the Building Security System.

2.6 During normal working hours report any suspicious activity of persons immediately to the designated Line Manager or other Authorised Person to ensure a safe working environment for building users.

Any breach of security must be reported to the designated Line Manager or other Authorised Person. A breach would include the finding of used needles, or suspicious illegal substance abuse in accordance with the school policy.

2.7 Apply grit/rock salt in times of snow and frost to ensure pathways and entrances are free from snow and ice.

**3.1 Cleaning**

3.1 Clean premises as directed by the Estates Manager.

3.2 Plan periodic work and report plans to the Estates Manager or other Authorised Person.

3.3 Recommend and implement changes in work procedures in accordance with the Estates Manager or other Authorised Person to improve economy, standards or ease of operation.

3.4 Monitor suitability and performance of materials and light equipment and advise the designated Line Manager or other Authorised Person where these are inappropriate for the task.

3.5 Ensure that all hard surfaces and paths and ornamental grounds around the property are clean, tidy and free of litter.

3.6 Clean external signs, light covers, and notices up to 3.35 m.

3.7 Prepare the premises for after-school activities, clean and prepare the school for its normal use.

3.7 Clean and remove stains of soft floor surfaces using the appropriate cleaning method.

3.8 Clean toilet and shower area including the fixtures and fittings.

3.9 Clean, wash and dust ledges, walls, fixtures, fittings and internal surfaces up to 3.35M. Polishing furniture where appropriate.

3.10 Ensure that all defects in cleaning equipment are reported to the Estates Manager.

**4.0 Porterage**

4.1 To transport all refuse bins to and from their collection point.

4.2 Prepare rooms for examinations and other purposes.

**5.0 Handyperson Duties**

5.1 Within the competence of the post-holder.

**6.0 General Conditions**

6.1 All duties must be carried out to comply with:

(a) The Health and Safety at Work (NI) Order 1978;

(b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;

(c) The COSHH Regulations;

(d) Codes of Practice.

6.2 All duties will be carried out in the working conditions normally inherent in the particular job.

6.3 Absence must be reported in line with the Rainey Endowed Managing Attendance Procedure and the relevant forms must be completed and signed by the Estates Manager.

6.4 When carrying out duties protective clothing or work wear that has been issued must be worn.

6.5 Any equipment issued must be used and cared for in an appropriate and safe manner, with any defects being reported immediately.

6.6 All necessary paperwork must be completed.

6.7 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

**7.0 Training**

7.1 Employees must accept any training to facilitate the undertaking of duties up to and including their own grade. The training to include:

Induction Training

Refresher Training

**8.0 Other Duties**

8.1 Falling within the purview of the post.