Job profile: Groundsman/Caretaker

Starting date: ASAP
Location: Ventnor, Isle of Wight
Contract type: Full time
Contract term: Permanent
Starting Salary: £13,321

Application deadline: Friday 21st April 2017, 6pm
Interviews: w/c 24th April 2017

Applications are welcome from those with a genuine interest in education.

The Island Free School is a small, state funded secondary school on the Isle of Wight offering a fully academic curriculum. It is expected that all pupils will follow the English Baccalaureate, plus three option subjects, to achieve a minimum of eight good GCSEs. We take students from all backgrounds and give them the confidence and ambition to succeed in a competitive world. To balance our academically rigorous curriculum we have invested heavily in the development of a wide ranging extra-curricular enrichment programme.

Our vision is of a comprehensive grammar school: a school that combines the rigor and standards of an old fashioned grammar school with a genuinely comprehensive intake. This vision has proved popular with local parents and the school is oversubscribed.

We seek to appoint a professional, personable and efficient Caretaker with the necessary skills to join an outstanding team and play a key role in the creation and maintenance of an outstanding learning environment.

The successful candidate must:

- Be personable and presentable
- Be willing to undertake additional training where required
- Engage with the life of the school
- Have an interest in Education.
- Previous experience as a Groundsman or similar
- A full understanding of field markings
- Experience of mechanical repairs and the ability to mend machinery and make small repairs
- Knowledge and experience of working with synthetic sports pitches/surfaces
- A flexible and enthusiastic approach to work
- Must also be able to work without supervision and prioritise workload according to fixture lists and weather conditions
- Knowledge in turf management
- Full, clean D1 driving licence

The successful candidate will be expected to undertake the following tasks as a minimum:

- Be responsible for maintaining the security of the premises
- Be responsible for opening the site in the morning and closing at the end of the day and work flexible working hours.
- Be responsible for ensuring safe and clear access to the school at all times and particularly in relation to inclement weather
- Undertaking a visual check of the building/s and grounds every morning and evening and reporting any concerns/risks to their Line Manager
- Accompany external contractors (where required)
- Dispose of waste materials in a safe and hygienic manner and ensure they are ready for collection
- Undertake portering tasks as required
- To carry out numerous gardening duties, requiring a minimum amount of supervision.
  - Soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting.
  - Lawn maintenance and cultivation.
  - The use and maintenance of hand tools and basic light machinery. The use of cylinder and rotary mowers, strimmer’s, leaf blowers.
  - Use of Kubota mower with ability to adjust height and quality of cut, etc. Oil level checks and checks for damage to any mower.
  - To ensure all equipment, machinery and buildings are secure.
  - To keep the tool shed/mess room clean and tidy.
  - To empty litter bins around the school.
  - To respond to emergency calls.
  - To carry out gritting, salt spreading, snow clearing around the school.
  - Assist with the erection and dismantling of sports equipment.

Explain - Model - Expect - Reflect
• Conduct the initial marking and over marking of the sport pitches, running tracks, field events.
• Carry out car parking duties as required.
• Undertake regular Health and Safety inspections in conjunction with their Line Manager.
  Complete all relevant health and safety documentation and checklists as required.
• To report emergencies in the case of gas, water and electricity supply to Line Manager or Senior Leader.
• Communicate with clarity and courtesy to all pupils, staff and visitors to the school
• Undertake training where required
• Conduct all Health and Safety checks on the school minibuses in accordance with the transport procedures
• Under instruction of their Line Manager, help with the management of transport with refueling, cleaning and maintenance of school minibuses.
• Be willing to drive minibuses in support of the curriculum and enrichment
• Be willing to undertake other tasks commensurate with the position as directed by their Line Manager or Senior Leader.
• Work to promote the ethos of the school
• Be willing to engage with the life of the school, eg enrichment activities
• Undertake “handyperson” duties as directed by their Line Manager; this could include minor repairs, painting, joinery, plumbing, clearing gutters, blockages etc…

The Island Free School is committed to safeguarding and promoting the welfare of children and young people and we expect all our staff to share this commitment. The successful candidate will be subject to an enhanced DBS check.

*Explain - Model - Expect - Reflect*