



BURGESS HILL

— GIRLS —

JOB DESCRIPTION

Job Title: Assistant Grounds person
Reports to: Head Grounds person
Direct reports: None
Contacts: Staff and departmental colleagues

Job Summary

To support the upkeep and presentation of the School's grounds, ensuring they are clean, tidy, and maintained to a high standard throughout the year while following health and safety procedures.

Main Responsibilities:

- Help maintain the school grounds, including lawns, sports pitches, and decorative areas to a high standard.
- Carry out routine gardening tasks such as mowing, hedge cutting, strimming, weeding, pruning, watering, and planting.
- Operate and help maintain grounds machinery and tools safely and responsibly. Wear appropriate personal protective equipment (PPE) as required.
- Assist with preparing for school events and ensuring grounds are safe and presentable.
- Support the setup and care of sports facilities and playing surfaces.
- Help clear snow and ice in the winter to ensure safe access.
- Report any hazards, faults, or safety concerns promptly to the Head Grounds Person.
- This is a physical role so you need be reasonably fit to cope with the demands of the role, which include lifting, carrying and working outdoors in all weather conditions
- Be willing to attend relevant training, including health and safety courses.
- Carry out other reasonable duties as requested by senior staff.

Job context

The Grounds team consists of 2 full time employees – the Head Grounds person and an Assistant Ground person. They work as part of the Buildings & Estate team which additionally includes the maintenance team and Health & Safety Officer. The entire team is managed by the Assistant Bursar Estates and Services who reports to the School's Director of Finance and Operations.

Conditions of Service:

37½ hours per week. Flexible hours to be worked depending on winter/summer daylight hours. Monday to Friday, with occasional work necessary at weekends.

52 week a year contract with holiday entitlement of 28 days plus bank holidays

Person Specification

Requirements	Essential	Desirable
Qualifications		City and Guilds – Tractor driving and machine operation or equivalent. Chemical Qualifications PA1 and PA6.
Knowledge	Clear understanding of Health & Safety considerations	
Experience	This role would suit someone who would like an entry level role into Grounds maintenance	Previous experience in a Grounds person role Knowledge and Operation of various grounds machinery including mowing. Tractor driving experience
Skills and Aptitudes required	<p>Ability to foster positive working relationships with internal and external stakeholders ensuring the needs of the wider school community are met.</p> <p>A strong commitment to delivering grounds work that reflects the high standards and values at Burgess Hill Girls.</p> <p>Ability to act on own initiative.</p> <p>Hold a good understanding of the importance of safeguarding and Child Protection</p> <p>Demonstrate the values of Burgess Hill Girls</p> <p>Be proactive in matters relating to Health and Safety</p> <p>Demonstrate a commitment to diversity and inclusion practice.</p> <p>A valid clean driving licence</p>	
Personal Qualities	Flexible, adaptable and a positive approach to work	

required	Teamwork Physically capable of performing duties. Punctual and reliable	
Other	Satisfactorily meeting the School's employment checks - including Disclosure and Barring Service (DBS) check, health assessment, references, qualifications, and legal entitlement to work in the UK.	

This role profile is not exhaustive and will be subject to review. It may be amended to meet the changing needs of the School.