



# DUMPTON SCHOOL

## WIMBORNE

*'Home to Growth and Learning'*

### **Grounds & General Maintenance Person**

#### **Job Description**

<b>Job Title:</b>	Grounds/General Maintenance Person
<b>Department:</b>	Grounds and Maintenance
<b>Work Relationships:</b>	The post holder will report directly to the Clerk of Works
<b>Responsibilities:</b>	The main responsibilities of the job are to maintain and develop all open areas and playing fields on campus with additional general maintenance duties.

#### **Brief Summary of Job:**

- Regularly inspect all Grounds areas and prepare for seasonal field activities
- To assist in the setting up of sports pitches
- Maintain the school grounds to a high standard including; strimming, grass mowing, hedge cutting and pitch marking
- Set out sports posts and large equipment
- Advise on the repair or replacement of equipment
- Conversant with all Health & Safety requirements including, but not exhaustive of, equipment, outdoor spaces, risk assessments, method statements and COSHH
- Attend to maintenance of the all-weather pitch
- Control of weeds, moss and hedges in all areas
- To assist in the swimming pool plant room maintenance, water testing and record keeping
- Site duties include, but are not exhaustive of, assisting maintenance staff with their general duties including furniture moving as directed by the Clerk of Works
- Undertake training when the need arises, either for statutory purposes, or for the better fulfilment of this role
- Carry out other duties that are within the scope and spirit and purpose of the job

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment after consultation with the post holder.

## **ESSENTIAL ATTRIBUTES:**

- Relevant grounds and amenity horticultural qualifications and experience
- Driving licence
- Relevant Health & Safety training and experience
- Ability to operate large and small machinery including the tractor driving experience
- Proven team working ability
- Ability to act on own initiative and proactive approach to tasks
- Seek out additional duties and uses own initiative

## **FURTHER INFORMATION:**

- Based at Dumpton School, Wimborne, Dorset.
- The successful candidate will be expected to work Monday to Friday, 7.45am to 4.30pm.
- Dumpton School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and the Disclosure & Barring Service
- The salary range is £17k-£18.5k per annum dependent on skills and experience, paid on the 20<sup>th</sup> of each month. The successful candidate is expected to work during school holiday periods.

## **RETURN APPLICATIONS:**

- **VIA EMAIL TO:** [headspa@dumpton.com](mailto:headspa@dumpton.com) or
- **BY POST TO:** Dumpton School, Deans Grove House, Wimborne, Dorset BH21 7AF.
- **CLOSING DATE FOR RECEIPT OF APPLICATIONS:** 9am on Monday 10<sup>th</sup> May
- **INTERVIEWS:** These are likely to be held on Thursday 13<sup>th</sup> and Friday 14 May