



## **JOB DESCRIPTION**

### **GENERAL ASSISTANT TO GROUNDS AND GARDENS**

The following responsibilities shall be deemed to be included in the duties that you may be required to perform.

**RESPONSIBLE TO:** Grounds Manager/Head Groundsperson/Deputy Head Groundsperson

#### **MAIN DUTIES**

- Assist with the preparation and maintenance sports and recreation facilities on the School Grounds/areas maintained by Cranleigh School.
- Assist in the maintenance of the golf course and other garden areas of School.
- Use entry-level equipment/machinery in the preparation and maintenance of the facilities as directed by the Grounds Manager/ Head Groundsperson/Supervisor.
- Assist in the maintenance of the grounds and wider campus.
- Leaf clearance as required on school sites.
- Snow and ice clearance where required.
- Assist in preparation for/clearing up after events at the school.
- To be aware of and abide by the School's Data Protection Policy
- Assist with any other task specified by the Grounds Manager or Supervisor

#### **GENERAL RESPONSIBILITIES**

- Keep all tools and machinery in a clean and safe condition and report any breakages or faults to the Grounds Manager, Mechanic or Supervisor.
- Keep storage & work areas in a clean & tidy condition.
- Report immediately any faulty equipment, services or hazards.
- Keep your uniform clean and maintain a high standard of personal hygiene.
- Observe requirement for safe working practices to comply with Health and Safety legislation.

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a DBS check.**