

Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	Grounds Mechanic
Reporting to:	Head Groundsman/Woman
Main purpose of the role	
To provide a full Maintenance Service for our fleet of Grounds' vehicles, mechanical and electrical tools and machinery to a high standard in order to ensure that grounds' equipment are safe and roadworthy and the School's need for stand-in hired equipment is minimised.	

Key Accountabilities:

- 1. Servicing** - To carry out Service & Maintenance of the Grounds' vehicles, tools and equipment to a high standard meeting all of the manufacturer's requirements in order to ensure all vehicles are safe to drive and equipment/tools are safe to use.
- 2. Fault identification** - To diagnose faults & technical issues and to fix problems by repairing or replacing parts (referring complicated cases to the Transport Manager/Mechanic for a second opinion prior to undertaking extensive repair) to ensure time off the road is limited.
- 3. Documentation** - To write reports on Vehicle Safety check sheets ensuring accurate information is entered and passed to the Head Groundsman/Woman, to ensure full compliance with VOSA regulations.
- 4. Working environment** - To maintain a clean, safe & tidy workshop, working within the Health & Safety regulations, to ensure full compliance with workshop rules and associated legislation and a professional, safe working environment at all times.
- 5. Parts, Supplies Management** - To maintain the optimum supply of parts appropriate to be stocked, sourcing appropriate suppliers and negotiating beneficial rates and service in order to ensure the department keeps to budget, parts are available as required and tools are out of service for the minimum time possible.
- 6. Staff Training-** to induct new employees into the way in which the tools and equipment work, how to care for them and the best way to ensure they operate efficiently in order to ensure they are able to carry out the checks to the required standard to meet safety requirements.

Measures:

- All Grounds vehicles and equipment service records are kept up to date and accurately presented to the Head Groundsman.
- Vehicle and equipment failures are diagnosed quickly and accurately and fixed professionally.
- All documents accurately completed at the end of each service intervention.
- Working environment is clean and safe at all times.
- Parts are available as needed and appropriate for in-house stock, resulting in minimum use of external hired vehicles.
- Staff induction and training undertaken and staff when asked provide positive feedback and are confident on the optimal operation of all equipment.
- All vehicle documents under the job-holders control are accurate and up to date and ready for inspection at all times.

Key Dimensions Impacted by the job:

- 3 Tractors
- Ride on grass mowers
- Hedge Cutters
- Chain Saws
- Numerous Power Hand Tools

Key Interfaces:

- Grounds Staff
- Sports Staff
- Local equipment suppliers
- Tractor Dealers
- Parts Suppliers
- Vehicle Inspectors

Operating Context of the Role:

Bede's School is a friendly and warm welcoming community. We offer a high quality service to all our pupils. The School grounds and natural resources are a significant contributor to influencing parents to attend the School. The School is situated in a rural location and has extensive grounds and sports pitches. It therefore has a large amount of grounds work requiring wide ranging equipment and tools, from tractors, tractor mounted grass cutters, chain saws, blowers, sprayers, hedge-cutters, strimmers to hand tools and more, some of which have complicated and delicate calibration requirements.

Machines and equipment need to be kept serviceable, particularly during the growing period when the need for grass and pitch cutting and general grounds work is extremely high, as hire charges are costly and disruptive to the work of the Grounds' Team.

The job-holder is the main fully qualified mechanic who works on Grounds' vehicles and equipment. Whilst the Transport team employs a qualified mechanic, only 10% of their time is spent of supporting the Grounds' mechanic, and then more in advisory capacity than hands-on. Consequently, day-to-day responsibility for keeping equipment and vehicles well maintained rests with the job-holder.

The dynamic school environment means that the Grounds' team needs to meet changing requirements, which requires the job holder to demonstrate high levels of flexibility and co-operative working.

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Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Education and Qualifications		
Fully qualified and experienced Mechanic (tractors and mechanical equipment)	E	A, I
First Aid qualified	E	A, I
Knowledge and Skills		
Good understanding of the Health & Safety practices in a workshop environment	E	I, E
Experience at problem solving with the ability to identify and implement practical solutions and advise others of their areas of expertise.	D	I, E
Experience		

Previous experience in a similar role	D	A
Personal competencies and qualities		
Have the ability to plan and organise your working day to maximise time effectively and efficiently.	E	I, E
Ability to work alone or as part of a larger team, and with other departments when necessary and have the confidence to give advice and support to others.	E	I, E
Other Requirements		
Age 21 + for insurance purposes	E	A, I
Clean Driving Licence (Clean for minimum of 2 year)	E	A, I

Additional information:

- **Working Pattern: 7:30 - 16:30 MOnday to Friday with an hour's unpaid break per day.**
- **40 hours per week**
- **Annual Salary £35,000 - £40,000, dependant on experience**
- **All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.**