



# Job Description

## Maintenance and Grounds Assistant

### Safeguarding

Moor Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS and other appropriate checks. Moor Park School is an equal opportunities employer.

### Background

The Grounds and Maintenance Assistant helps maintain, develop and enhance the beauty of the Moor Park Estate in order to market and uphold the beauty of this incredible living/working environment.

In return, the school will offer you the opportunity to work in a beautiful setting, where you will be rewarded with an hourly rate of £11.67 per hour, generous holiday and, subject to negotiation, reduced school fees at Moor Park School or Tick Tock Nursery.

Moor Park School and Tick Tock Nursery provides care and education to children aged 3 months to 13 years of age. Moor Park is renowned for its happiness, atmosphere and pastoral care. The school is located amongst a beautiful 18<sup>th</sup> Century Manor House and is within easy reach of Ludlow and major routes in the area.

### Purpose

Maintain, develop and enhance the beauty of the Moor Park Estate by undertaking the following:

- Support the Estate Foreman with maintenance of the school buildings
- Assist in improving the school buildings via minor alterations and the use of upgraded materials and plant
- Minor school building repairs, plumbing and decorating
- Routine clearing of gutters, unblocking storm water drains
- Maintain pitches, sport facilities and playing fields
- Maintain the swimming pool and its facilities
- Maintenance of cattle grids and fences, sufficient to prevent ingress of farm animals to the main site
- Assist with driveways maintenance eg repair work, gritting etc
- Woodland maintenance
- Set ups for school events
- Legal compliance via maintenance of emergency equipment eg fire alarms, fire fighting equipment
- Routine checks of facilities and plant including boilers and play equipment
- Safe and secure storage of materials, particularly garden and grounds chemicals
- Assist with waste and disposal
- Generally assisting Estate Foreman

The list of duties is not to be regarded as exhaustive and you may, at any time, be required to undertake additional or other duties as are reasonably necessary to meet the needs of the School. It is understood that you will not be required to perform duties which are not reasonably within your capabilities.

## **Person Specification**

### **Essential Skills & Qualities**

- Experience or enthusiasm for practical and outdoor work
- Common sense and dexterity
- Willingness to learn new skills
- A knowledge of basic garden maintenance helpful but not essential
- Interest in carpentry, basic electrical and plumbing maintenance
- Ability to listen to and learn from existing staff
- Ability to work in a team environment
- Willingness to undertake training in special equipment use

### **Desirable Skills & Qualities**

- Some knowledge of health and safety
- Experience of working for a school or small business

### **TERMS**

40 hours a week

8am to 4pm Monday to Friday, with occasional Saturday rota working

£11.67 per hour

25 days holiday plus bank holidays

School Fee Discount (subject to negotiation)