TERRINGTON HALL
PREP SCHOOL

Job Description:
Estates Assistant (Grounds)

Department:	Operations
Hours: **Salary:**	Full time (40 hours per week), annually. Monday–Friday commencing 0700hrs daily; occasional evenings and weekends required. Up to £27,098 per year
Report to:	The Site Manager
Job Purpose:	To support Site Manager in maintaining school grounds, sports facilities, buildings and infrastructure to a safe and consistently high standard. Role focuses on sports surfaces, estate infrastructure, plant, vehicles, events, general site maintenance and horticultural work to ensure a well presented and well-coordinated estate.
Key Responsibility /Accountability	**Estates and Grounds** • Maintain the school's outdoor areas to a consistently high standard, ensuring grounds are suitable and prepared for school and external events. • Ensure that the bins in the playground, pavilion and astro areas are emptied on a regular basis and manage site waste and recycling collection points. • Agree a seasonal works programme with Site Manager so grounds and garden tasks are coordinated with other support contractors to avoid duplication. • Assist in basic maintenance of flower beds, borders, pruning, weeding and garden presentation. • Mow, mark, prepare and maintain sports pitches and playing surfaces in line with fixtures and school calendar. • Carry out regular maintenance of the astro sports pitch, including brushing, applying court care products, and replenishing sand as needed. Ensure the cricket

practice nets, astro surfaces, and hard courts are kept clean, well-maintained, and free from moss and debris.
- Keep fences and boundaries in good repair and clear of weeds.
- Keep gutters, gullies and drains clear of leaves and debris and report any defects.

Estates Maintenance Support

- Undertake basic maintenance and repair tasks across all site buildings in support of Site Manager. Typical tasks include minor carpentry, painting, decorating, fixing fittings and replacing consumables.
- Respond to reactive maintenance requests and report defects beyond own competence to Site Manager.
- Move furniture, equipment and deliveries around site as required.
- Monitor heating oil and gas levels, coal and wood supplies and replenish local supplies.
- Assist with routine site checks under direction of Site Manager. These include weekly fire alarm tests, emergency lighting checks and swimming pool water temperature monitoring.
- Open school site in advance of the working day, locking and securing buildings as required and report any security or defect concerns.
- Escort and supervise visiting contractors where directed, ensuring school contractor induction is completed.

Health & Safety and Compliance

- Actively assist in maintaining up-to-date Risk Assessments and method statements.
- Apply strict adherence to health and safety legislation in all tasks and oversee safe use of chemicals, tools, and machinery.
- Maintain secure storage for equipment and chemicals, keeping records in compliance with regulations.
- Wear and maintain personal protective equipment appropriate to each task.

Specialist Operations

- Operate, maintain, and ensure safe use of all grounds maintenance machinery and vehicles.
- Apply fertilisers, herbicides and pesticides to sports surfaces and hard landscaping in accordance with current certifications and legislation.
- Coordinate the control of pests and vermin across the estate as necessary.
- Manage the upkeep of boundary fences, gates, grass verges, roadways, car parks, paths and associated infrastructure.

Swimming Pool Management

- Assist with the maintenance and safety of the school swimming pool, ensuring water quality is regularly tested and meets current health and safety standards.
- Help to maintain logs of water testing, chemical use, and equipment servicing (pumps, filters, heating).
- Ensure pool area is safe, clean, and compliant with relevant regulations (e.g. COSHH, HSG 179 and PWTAG guidance).
- Support the Site Manager to liaise with Swimming Teacher, Head of Sport, and external providers for servicing and emergency repairs.
- Ensure correct storage and handling of pool chemicals, with appropriate PPE and ventilation

	Tree Management • Support the school's annual tree survey, working with external consultants, Site Manager, and staff as necessary. • Support associated works such as crown reduction, felling and removal of fallen limbs by qualified contractors, ensuring compliance with tree risk assessments. • Undertake emergency action to safeguard pupils, staff and visitors in the event of unexpected tree damage. **Vehicle and Plant Management** • Carry out and record routine checks, cleaning and fluid top ups on school minibus fleet. • Arrange servicing, MOT and repairs of minibuses and grounds plant in liaison with Operations Manager. • Keep maintenance and inspection records for all plant and machinery. • Provide minibus driver cover as required, including school bus runs and sports fixtures. • Assist with moving school vehicles and people around the local area in support of school activities. **Events and Lettings** • Act as point of contact for grounds-related aspects of school lettings and external events. • Prepare outdoor spaces for key school calendar days and support smooth event delivery. • Help with setting up of the sports hall and front lawn for events, putting up and taking down the stage and gazebo's, moving tables and chairs, piano, stage equipment and props. **Winter Management** • Lead on the implementation of the school's 'Snow Plan', including gritting and snow clearance of access roads and paths. • Maintain grit stocks and winter equipment ready for use from October each year. **Teamwork and Collaboration** • Work closely with operations staff and contractors to ensure works are carried out in a timely, planned and safe manner and does not impact the delivery of teaching. • Liaise with school staff, particularly sports teachers, to coordinate pitch use and availability. • Communicate effectively and professionally with stakeholders, including external contractors and lettings clients. • Support other departments as required to contribute to the effective running of the school.

Additional Elements:	**Training and Development** • Actively participate in training and professional development, including safeguarding and inset training, relevant to the role.

- Maintain up-to-date knowledge in grounds and estates maintenance, equipment operation, and health & safety standards.

Administrative and Reporting Duties

- Support Operations Manager and Site Manager in managing grounds-related budgets, ensuring best value and compliance with financial procedures.
- Complete and maintain accurate records for compliance, maintenance logs, and chemical use.

Customer Care and Collaboration

- Work closely with the Site Manager, Operations Manager and Headmaster to ensure delivery of a high-quality service.
- Provide a welcoming and solution-oriented approach to staff, parents, visitors, and external users.

Data Protection

- Comply with school policies regarding GDPR, information security, and confidentiality.

Health & Safety

- Fulfil all health and safety responsibilities as outlined in school policies.
- Proactively report hazards and equipment faults and participate in Health & Safety meetings as required.

Equality and Diversity

- Work in accordance with the school's Equality Policy to ensure services are inclusive and fair.

Child Protection and Safeguarding

Safeguarding children is everyone's responsibility. All staff are expected to act at all times in the best interests of the child and to comply with the School's Safeguarding and Child Protection Policy and related procedures. Any concerns regarding a child's welfare must be reported immediately to the Designated Safeguarding Lead (DSL) or the Headteacher.

Terrington Hall School is committed to the highest standards of safeguarding and child protection and expects all staff and volunteers to share this commitment. This post is subject to satisfactory pre-employment safeguarding checks, including an appropriate Disclosure and Barring Service (DBS) check and satisfactory references, in accordance with Keeping Children Safe in Education.

Flexibility Statement

Terrington Hall School values flexibility and adaptability. This job description is not exhaustive and may be reviewed or amended, in consultation with the postholder, to meet the evolving needs of the school.

Person Specification	**Essential:** • Full UK Driving Licence • PA1/PA6 Certificates for the safe use of pesticides • Experience using and maintaining grounds machinery and equipment (e.g. ride-on mowers, strimmers, tractors, verti-drain and tractor mounted sprayer) • Practical maintenance skills including basic repairs, painting and decorating • Sound knowledge of sports turf care and pitch marking • Understanding of Health and Safety regulations, including risk assessments and COSHH • Hard-working, reliable, and proactive attitude • Ability to work both independently and as part of a team • Flexible approach to seasonal and operational demands • Strong attention to detail and commitment to high standards of presentation • Good communication skills with a range of stakeholders • Ability to work outdoors in all weather conditions • Commitment to safeguarding and child protection • Basic IT skills for email, keeping logs and records **Desirable:** • Experience in maintaining sports grounds, cricket squares and artificial playing surfaces • NVQ Level 2 or higher in Sports Turf Management, Grounds maintenance or similar (or willingness to work towards) • Chainsaw qualifications (e.g. CS30/CS31) • First Aid at Work certificate • Experience working in a school or with children • Experience supervising contractors on site • Knowledge of wildlife and ecological considerations • Familiarity with irrigation and drainage systems • Experience with tree management and annual tree surveys • D1 entitlement on driving licence or MiDAS certificate • Pool plant operator qualification • Experience writing risk assessments and method statements • Willingness to undertake further training • Keen interest in school life and engagement with the wider school community • Resides within reasonable commuting distance of the school