



## **POSITION: Site Maintenance and Grounds Person**

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### ABOUT US

East Hall School is a unique SEMH school based in stunning rural Hertfordshire. We are dedicated to providing a nurturing environment that prioritises social and emotional development, whilst providing an outstanding educational provision through a carefully planned, ambitious curriculum. Our approach is child led; the emotional wellbeing of our students is at the heart of East Hall School. We commit to providing a highly individualised approach to meet every student's needs.

The majority of our students will have an EHCP, many will have encountered traumatic events in their lives, often impacting their ability to engage in education. We believe our approach offers our students a framework to rebuild their love of learning, ensuring that they are enabled to reach their full academic and personal potential.

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## BASIC INFORMATION

<b>JOB TITLE</b>	Site Maintenance and Grounds Person	<b>DEPARTMENT</b>	Whole School
<b>SUPERVISOR</b>	Executive Headteacher		

### Overview of Role:

To ensure that the school buildings and alternative provision grounds and facilities are maintained to an exceptionally high standard, providing a safe, welcoming and well-presented environment for students, staff and visitors.

The postholder will undertake day-to-day maintenance, preventative maintenance, grounds care, health and safety checks and support the continued development of the school site. Term time plus four weeks (Easter and Summer holidays) contract.

### KEY RESPONSIBILITIES:

#### Site Maintenance

- Carry out planned and reactive maintenance across the school and alternative provision
- Undertake basic repairs including:
  - Decorating
  - Carpentry
  - Plumbing repairs
  - Furniture repairs
  - Door and window adjustments
- Assemble furniture and equipment.
- Maintain fixtures, fittings and environments.
- Ensure all areas remain clean, tidy and well maintained.

#### Grounds Maintenance

- Maintain all lawns, pathways and external spaces.
- Mow grass and strim edges.
- Weed flower beds and borders.
- Trim hedges and shrubs.
- Leaf clearance.
- Pressure wash paths and external areas.
- Maintain fencing and gates.
- Keep the site free from litter.
- Support seasonal planting.
- Assist with snow and ice clearance where required.

## **Health & Safety**

- Carry out routine health and safety inspections.
- Complete weekly and monthly site safety checks.
- Monitor external contractors whilst on site.
- Report defects promptly.
- Ensure compliance with Health & Safety legislation.
- Complete fire safety testing.
- Check emergency lighting.
- Carry out weekly water temperature monitoring.
- Support legionella control measures.
- Maintain COSHH storage areas.
- Ensure safe storage of tools and equipment.

## **Security**

- Unlock and secure the site when required.
- Carry out perimeter checks.
- Respond to alarm activations if required.

## **Compliance**

Support statutory compliance by assisting with:

- Fire safety inspections
- PAT testing coordination
- Asbestos management
- Water hygiene monitoring
- Emergency lighting checks
- Record keeping

## **Contractor Management**

- Meet and supervise contractors.
- Ensure contractors sign in and out.
- Check permits to work where appropriate.
- Report quality concerns.
- Ensure works are completed safely.

## **School Development**

- Support the preparation of classrooms and learning spaces.
- Support room moves.
- Set up for events.
- Prepare examination rooms.
- Support school expansion projects.
- Maintain storage areas.

## **Vehicles & Equipment**

- Maintain maintenance equipment.
- Carry out basic vehicle checks where applicable.
- Ensure equipment is serviced.
- Keep maintenance workshop organised.

## **Safeguarding**

The postholder has a responsibility to safeguard and promote the welfare of children and young people.

They must:

- Follow KCSIE guidance.
- Complete safeguarding training.
- Report concerns immediately.
- Maintain professional boundaries.

## **General**

- Undertake any other duties reasonably requested by the Executive Headteacher.
- Participate in training and professional development.
- Promote the values and ethos of the school.

### **Person Specification**

Essential

Qualifications

- Full UK Driving Licence

Experience

- Experience of general building maintenance.
- Experience of grounds maintenance.
- Experience using power tools safely.
- Experience working independently.
- Experience maintaining high standards.

Knowledge

- Basic plumbing.
- Basic carpentry.
- Decorating.
- Grounds maintenance.
- Health & Safety legislation.
- Manual handling.
- Safe use of machinery.

## Skills

- Excellent practical problem solving.
- Able to prioritise workload.
- Good organisational skills.
- Reliable and trustworthy.
- Good communication skills.
- Ability to maintain accurate records.
- Ability to work without supervision.

## Personal Qualities

- Professional appearance.
- Positive attitude.
- Flexible approach.
- Calm under pressure.
- Takes pride in maintaining high standards.
- Child-centred.
- Honest and dependable.
- Strong attention to detail.

## Desirable

- Previous experience working within a school.
- Health & Safety qualification (IOSH or equivalent).
- First Aid qualification.
- Fire Marshal training.
- PAT Testing qualification.
- Basic electrical qualification.
- Chainsaw or horticultural qualifications.
- Experience of compliance record keeping.

## **Physical Requirements**

The role requires:

- Regular lifting and carrying.
- Working outdoors in all weather conditions.
- Climbing ladders.
- Using powered equipment.
- Manual handling.
- Standing and walking for prolonged periods.

*East Hall School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks, social media checks and employment checks to include an exploration of any gaps in employment.*