

Fulston Manor School



Post: Grounds Person

Reports to: Trust Facilities Manager

Responsible to: Trust HR & Business Director

Salary: FMAT Band C4 £27,364.00 p.a. (actual pro rata salary £20,707.89 p.a. for 28 hours)

Main Purpose:

We are seeking to appoint an experienced and dependable Grounds Person to join our Site team. The successful candidate will play a key role in ensuring the school grounds (at all sites) are maintained to the highest possible standards, in line with contractual requirements and good horticultural practice, for the enjoyment, recreation, and safety of all site users.

Due to the nature of the role, a full UK driving licence is essential.

Duties and responsibilities:

Duties will include:

- Preparation, repair, and general maintenance of multi-use grass sports pitches, including, but not limited to, rugby, football, cricket, bowls and athletics
- Setting up and dismantling sports and games facilities for events
- Installation, setup, and maintenance of sports equipment
- Grounds maintenance tasks such as grass cutting, verti-draining, fertilising, divot repair and line marking
- Carry out routine water testing and flushing in line with health and safety and compliance requirements (e.g. Legionella control)
- Act as a point of contact for external contractors on site
- Meet and supervise contractors, ensuring works are carried out safely, in line with school procedures and safeguarding requirements
- Take and record utility meter readings (water, gas, electricity) and report any irregularities
- Maintain accurate records of all compliance checks, maintenance activities, and inspections keeping the Trust Facilities Manager informed of progress and any issues
- Strong understanding of health and safety requirements, including the ability to complete, review, and implement risk assessments, and proactively identify and mitigate hazards
- Support the school's sustainability objectives by promoting environmentally responsible grounds maintenance practices
- Assist in initiatives to improve biodiversity, reduce waste, and enhance green spaces across the site
- Act as a key holder for the site, including opening and closing the premises as required

- Respond to alarm activations and attend site when necessary
- Interest in and willingness to support the development of forest school initiatives and wider community projects
- Undertaking any other duties within capability as reasonably requested

Person Specification

- Full, clean UK driving licence
- Good knowledge of sports turf management and general landscaping maintenance
- Experience using grounds maintenance machinery and equipment
- Proven experience in preparing high-quality sports pitches
- Strong understanding of health and safety requirements, with the ability to identify and resolve issues proactively

Skills

- Proactive with a strong attention to detail
- Self-motivated and able to work independently
- Committed to maintaining and improving standards
- Reliable, flexible, and a strong team player
- Ability to maintain accurate records and documentation
- Competent in the use of IT systems, including Google Workspace
- Ability to liaise effectively with contractors and external stakeholders

This is a physically demanding role requiring:

- A good level of fitness (lifting, carrying, and manual work)
- Ability to work outdoors in all weather conditions
- Flexibility in working hours, including early mornings and evenings as per the demands of the role, site and seasons.