



Job description: Grounds Maintenance Coach

Job details

School:	Heritage House School
Salary / grade:	Bucks Pay Range 3
Hours:	Full-time – Term time only
Contract type:	Permanent
Responsible to:	Headteacher/Deputy Headteacher

Main purpose

- To provide grounds maintenance experience to learners across the school
- Planning, organising and leading practical grounds maintenance activities
- To work in conjunction with the horticulture coach
- To carry out grounds maintenance across the school site

Duties and responsibilities

- To lead on the delivery of grounds maintenance within the Heritage House School Curriculum offer
- Contribute to learners personalised plans for Grounds Maintenance which meet the needs of Heritage House learners and which satisfies internal and external quality assurance criteria
- To engage learners with ambitious learning expectations
- To plan, prepare, deliver and review learning, according to policy/protocols, with the aim of ensuring the effective teaching and learning to inspire learners
- To maintain a systematic approach to assessment and recording activity using school tools
- To maintain accurate records of learners' progress, including assessment, schemes of work, using Evidence for Learning
- To engage actively in Heritage House's appraisal process
- To be a positive role model for learners
- To complete a personal and professional development programme to maintain consistency with the HHS approach
- To use engagement strategies to support learners
- To establish and maintain positive relationships with learners, parents/carers, colleagues and other professionals to ensure that a consistent and unified approach to meeting the needs of learners can be secured

Key Tasks

- To promote and teach grounds maintenance as directed
- To attend meetings to maintain continuous professional development
- To assess, monitor, evaluate and report learner progress in grounds maintenance
- To liaise with parents via written reports and meetings if required
- To liaise with other professionals as required
- To participate in Heritage House's agreed performance management scheme and subsequent agreed personal professional development
- To adhere to relevant equal opportunity issues
- To ensure that all risk assessments are implemented and COSHH assessments are complied with.
- To maintain an awareness of the need to represent a positive image of Heritage House to the Community at large
- To be responsible for the maintenance of the school grounds across the site

Further Duties

- To undertake other duties which may arise from time to time. These to be agreed with the Deputy Headteacher/line manager

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

CONFIDENTIALITY AND DATA PROTECTION

- The post holder has a legal responsibility for all records s/he gathers or uses as part of his/her work. The post holder has a common law duty and statutory duty of confidentiality to protect any identifiable personal information. Guidelines must be closely followed and information must not be disclosed or copied to others unless in pursuance of legitimate duties and in line with the policies of Heritage House School.

HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and report all concerns to the Headteacher (or delegated member of staff)

DISCLOSURE AND BARRING SERVICE

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced

disclosure will be sought through the Disclosure and Barring Service as part of Buckinghamshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

WORKING ENVIRONMENT

- The work of the Grounds Maintenance Coach is school-based but may require attendance at meetings and training in different locations

ACCOUNTABILITY

- Directly accountable to the Headteacher / Deputy Headteacher

Notes

- This job description may be amended at any time in consultation with the postholder.

Last review date: June 2026

Next review date: June 2027

Headteacher / line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

PERSON SPECIFICATION

Grounds Maintenance Coach

Qualifications and Experience	Essential	Desirable
2 years + working in the grounds maintenance	✓	
Experience of using power tools and maintaining gardens	✓	
A desire to develop and learn	✓	
Experience of working with learners with SEN		✓
To be highly organized and efficient at time management.	✓	
Excellent communication skills to communicate effectively with learners, staff and outside agencies.	✓	
		✓
Knowledge, Skills and Abilities		
Ability to work well as part of a multidisciplinary team		✓
An understanding of classroom roles and responsibilities		✓
An ability to understand the principles of child development and learning processes and in particular barriers to learning.		✓
Ability to understand roles of parents and carers in pupil learning and demonstrate ability to liaise with them sensitively and effectively.		✓
Ability to observe, monitor and provide constructive feedback on pupils progress		✓
Ability to stay calm and be patient and understanding when dealing with children	✓	
A desire to develop and learn	✓	
Experience of working with learners with SEN		✓
To be highly organized and efficient at time management.	✓	
Excellent communication skills to communicate effectively with learners, staff and outside agencies.	✓	
		✓