



Job Description

Job Title:	Head Groundsperson
Department:	Grounds and Gardens
Responsible to:	Grounds Manager
Last reviewed:	January 2023

Job Outline

The Head Groundsperson will take a lead role on task-to-task management of the in-house Grounds staff. The objective of the Grounds team is to ensure the efficient maintenance and development of all sports playing surfaces, their structures and associated areas and to ensure that safe, consistent, well presented and good quality playing surfaces are always available to pupils and visitors.

In addition, the role may require the general maintenance and development of landscaped and garden areas. The duties of this post will include lifting and manual handling; therefore the job holder should be familiar with the procedures required for these areas. The post holder will also be required to hold a full driving licence and be able to drive a small truck/van.

The post holder will be required to work weekends and some weekday overtime on a rota basis to ensure the set up and smooth running of sports fixtures, training sessions and other external events.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Duties

- Lead other members of the Ground staff in the set-up of sports fixtures, training sessions and general maintenance.
- In the absence of the Grounds Manager delegate jobs to the Grounds team to ensure all tasks are completed to a high standard.
- Report to the Grounds Manager any problems or ways that tasks could be performed more efficiently.
- Prepare all grass and artificial surfaces at the School to the highest standards.
- Have a good understanding of modern maintenance and renovation practices regarding a variety of

sports and grass surfaces.

- Have good knowledge of nutrient and chemical inputs and to be able to implement/design feeding and chemical programmes.
- Drive tractors with a variety of implements attached for grass maintenance and renovations.
- Have a basic knowledge of tree and shrub maintenance and basic amenity horticulture.
- Be responsible in icy/snowy weather for salting/gritting of paths, steps, slopes and car parks to help ensure the safety of all Haileybury users and to enable the School to keep functioning in times of heavy snow falls by clearance of snow in key areas.
- Monitor the results of the grounds maintenance service and introduce processes and procedures in agreement with the Grounds Manager, where necessary and appropriate.
- Keep the management team up to date and informed about all allocated areas of responsibility and report any significant problems as appropriate and within a reasonable time frame.
- Establish and maintain effective communication channels and efficient/effective working relationships with members of the Grounds team, other colleagues, customers and third parties.
- Make use of appropriate equipment and facilities in order to complete duties in the most efficient and effective way.
- Ensure and promote the correct use and operation of machinery and equipment and report any breakdowns to the Grounds Manager or where appropriate, take corrective action on mechanical defects or the breakdown of equipment.
- Ensure the security of the departmental vehicles, tools, machinery, buildings and equipment at all times.
- Complete all duties effectively, efficiently, accurately, and within allocated deadlines.
- Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role.
- Drive School vehicles in pursuance of your duties, as requested and as authorised under any School transport scheme, or similar. In addition, to undertake any required training to enable you to drive School vehicles and to provide to the School all such documentation as required to ensure that you are properly authorised under any School transport scheme or similar, to drive School vehicles.
- Be required at all times to carry out your duties in a safe manner, so as not to endanger yourself or other people. If you consider something is unsafe or likely to cause injury or ill health, you must report it to the Grounds Manager.
- Be aware of and report any security risks posed within the School.
- Undertake such other duties as required ensuring the smooth running of the Grounds Department and the School.

Other Requirements

Safeguarding and Child Protection

1. All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

1. In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.
2. Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

1. Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

2. Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

3. All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**Head Groundsperson
Person Specification**

	Essential	Desirable
Qualifications		
Good general level of education (to GCSE level or equivalent)	✓	
NVQ level 2 or above or the equivalent qualification	✓	
Full Driving Licence	✓	
PA1 / PA2 / PA6		✓
First Aid Qualification		✓
Chainsaw Licence		✓
Knowledge, Skills and Experience		
Substantial experience of managing a grounds team on a day to day basis	✓	
Excellent sports field maintenance and management knowledge, including full renovations and reconstructions of a variety of surfaces	✓	
Knowledge of irrigation systems and their maintenance	✓	
Knowledge of drainage systems	✓	
Knowledge of machinery and basic servicing / repairs	✓	
An understanding of Health and Safety and current legislation	✓	
Experience of working in a school or other educational environment		✓
Experience of working in a multisport environment		✓
Personal Attributes		
Ability to communicate effectively with people at all levels in an organisation; ability to relate to young people	✓	
Ability to work in a way that promotes the safety and wellbeing of children and young people	✓	
Ability to demonstrate a disciplined approach to all safes systems of work put in place by the School concerning working with machinery	✓	
Well organised with the ability to prioritise work to deadlines and under pressure, whilst at all times providing a safe working environment which adheres to Health and Safety best practice	✓	

Personal Attributes	Essential	Desirable
Ability to work in a team and individually, using own initiative	✓	
Ability to understand and operate in a school environment	✓	
Willingness to work flexibly when required, and the ability to adapt to the needs of the role and to changes of work schedule	✓	
Excellent communication and interpersonal skills at all levels	✓	
Enthusiastic with the ability to learn	✓	
Confident, self-motivated and proactive	✓	
Conscientious, reliable, resourceful, punctual and committed	✓	