



Job Description – Grounds Person

Reports to Head of Grounds & Gardens

Responsible to Support Operations Manager

We are seeking to appoint a full time Grounds person to assist our existing team in maintaining a variety of outdoor sports facilities including cricket, rugby, hockey and football and gardens to the highest standard.

Job Purpose

- To maintain all games/sports and landscaping areas to a very high standard.
- To enhance the high quality of the grounds and be a member of a highly motivated team
- To provide a high quality responsive grounds maintenance service across all areas of the school.

Key Responsibilities

This section is a guide to the nature and principal duties of the job as they currently exist and is not intended as a comprehensive list.

Grounds

- To work under the direction of the Head of Grounds & Gardens to provide an efficient grounds' maintenance service to the College.
- To undertake routine grounds' maintenance work to playing surfaces, gardens and landscape as detailed on work schedules, job tickets or as directed by the Head of Grounds & Gardens.
- To assist in the creation, marking out and setting up of playing surfaces.
- Ensure the College site is presented to a consistently high standard including the maintenance of garden beds, paths, drives, fences, hedges and woodland.
- To assist in the maintenance of grounds maintenance vehicles and equipment to a very high standard.
- Carry out all duties having due regard for the Health and Safety of yourself and others in accordance to the Colleges H&S Policy and assisting with compliancy.
- Ability to use tractors, attachments and a wide range of specialist horticultural tools
- To work within a team under direction/schedules set by the Head of Grounds. This will include involvement in the preparation for various fixtures and college events.
- Assist with seasonal and weather dependant schedules of work – snow clearance, gritting infrastructure etc.

General

- To ensure that all plant and machinery is properly maintained and is kept in good working order.

Training

You may, from time to time, be required to undergo training relevant to the responsibilities above or related functions. Such training may be residential. The cost of this training, and reasonable expenses (which must be approved in advance by the Bursar and fully supported by vouchers/receipts) will be borne by the College.

HEALTH AND SAFETY:

You are required to operate safe working methods and observe statutory regulations, codes of practice, maintenance of machinery and plant and all matters relating to Health & Safety at Work Act and in accordance with the College Health & Safety Policy.

SECURITY / FIRE

In terms of Security, you will be responsible for:

- Reporting suspicious circumstances to the College, the local Police & Grounds & Building Maintenance Manager and Bursar.
- Ensuring that all access points/doors to areas in which you are working are locked at all times.
- Maintaining a high level of general security awareness.
- Assist with implementing fire procedures as required

Personal Competencies and Qualities

- Valid UK driving licence (essential)
- Proven experience of grounds maintenance and associated work
- Experience of operation of all grounds maintenance machinery including strimmers, hedge cutters, mowers, tractors
- An appropriate grounds or gardening qualification, such as sports turf maintenance and/or sports turf maintenance, RHS General Certificate in Horticulture, PA1 & 6 spraying qualification is desirable
- Good horticultural knowledge
- Be flexible and ability to work outdoors all year round in all weather conditions
- Practical, can do attitude
- Able to find solutions to problems faced
- Be willing to assist with a variety of different tasks and adapt to change
- Well organised with excellent time management skills
- Willingness to undertake further training and learn new skills
- Able to prioritise tasks and able to work unsupervised
- Attention to detail

Remuneration, Benefit & Terms

- **Salary** to be reviewed annually (September).
- **Working hours** 08:00 – 15:30 (1 October – 31 March); 07:00 – 16:30 (1 April – 30 September) with one hour unpaid lunch break. Because of the nature of the role, there may be occasions when you will be required to work additional hours which may include evenings, weekends and Bank Holidays.
- **Holiday entitlement** 20 working days per year plus Bank Holidays.
- **Pension** Contributory membership of the College's Stakeholder Pension Scheme.

Working for St Lawrence College

All employees are required to:

- Comply with the College's Child Protection & Safeguarding Policy at all times.
- Promote and safeguard the welfare of children and young persons they come into contact with.
- Immediately report concerns to the College's Designated Safeguarding Lead.
- Treat all sensitive information relating to students, fellow employees and the business of the College as confidential.
- Behave appropriately and professionally at all times with students, parents, peers and staff.
- Support the College's policies on Equal Opportunities.
- Uphold their personal responsibilities relating to Health, Safety, and the Environment.
- Follow all other College policies and procedures as appropriate and relevant to their post, as detailed in the College Non-teaching Staff Handbook.