



JOB DESCRIPTION

Qualified Grounds Person

Purpose

To assist with the maintenance and preparation of the gardens and grounds on the School site working as part of a team. To provide support to the wider School community where required under the direction of the Head Groundsman and Facilities Manager.

MAIN DUTIES AND RESPONSIBILITIES

- To help maintain and prepare the playing surfaces (both natural and artificial) to an excellent standard, working alongside an experienced team.
- Undertake general maintenance tasks in relation to all grounds and surrounding boundaries; including woodland areas and maintenance of fences to a safe and healthy condition.
- Year-round maintenance of flower beds and other garden features, sweeping footpaths and external entrances on a regular basis or as directed.
- Assisting in the marking out of pitches and other preparation for various sporting events.
- To maintain equipment in good working order under instruction from your manager and in accordance with the schools Health & Safety regulations at all times.
- To maintain general tidiness of the school site, including the collection of litter on the Astro and playing surfaces, and other tasks as given by the line manager to ensure a safe and clean environment for the staff, pupils and visitors to the facilities.
- Assisting with maintenance of the Riding School facilities.
- To provide traffic control support during school events.
- Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected in accordance with the Health and Safety at Work Act, associated regulations and the schools Health & Safety Policy.
- To monitor and report any security issues relating to grounds to the Head Groundsman.
- To drive the College vehicles safely and responsibly when required (if appropriately licensed and trained).

- Promote and safeguard the welfare of children and young persons with whom you come into contact.
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the School.

This list is not exhaustive and you may be asked to carry out other relevant tasks, by management, when necessary.

All duties should be undertaken in accordance with the School's policies and procedures, especially those relating to child protection, code of conduct, and health and safety.

Principal working relationships

This role reports to the Head Groundsman and ultimately to the Facilities Manager.

They will work closely with the other members of the Grounds Team and the wider Maintenance Team.

Person Specification

- Demonstrable interest and aptitude for grounds keeping
- Good timekeeping
- Well-presented and polite
- Ability to work outdoors all year round in all weather conditions
- Practical, can do attitude
- Able to work in a team with minimum supervision
- Be willing to assist with a variety of different tasks and adapt to change
- Willingness to learn from training and develop new skills
- Attention to detail and sense of pride in your work
- Self-motivated
- Technical knowledge of sports surfaces helpful
- Understanding of gardening desirable
- Health and Safety awareness

Minimum of NVQ level 2 in Horticulture or IOG qualifications in Sports Turf Maintenance are essential. Chainsaw and PA1/PA6 qualifications preferred but not essential as full training will be provided.

This list is not exhaustive and you may be asked to carry out other relevant tasks, by management, when necessary.

All duties should be undertaken in accordance with the School's policies and procedures, especially those relating to child protection, code of conduct, and health and safety.

Hours of Work

37.5 hours per week Monday to Friday 8:00am – 4.30pm

A flexible approach to work will be required as there may be occasions when it would be necessary for you to work additional hours as dictated by the workload especially in snowy conditions.

Holiday Entitlement

22 days plus Bank Holidays (30 days inclusive). A minimum of 3 days of Annual Leave must be taken during the School's Christmas closedown.

Pension Scheme

The School will automatically enrol you into a pension scheme, if you are eligible, as required by law. Both you and the School will pay a sum, in accordance with current law and as amended from time to time, into the pension scheme.

Equal Opportunities

Mayfield School has a policy of equal opportunity aimed at treating all applicants for employment fairly.

Smoking Policy

Mayfield School operates a No-Smoking and Vaping policy except in designated areas.

Dress Code

Members of staff are expected to have a reasonable standard of dress, and will be required to wear a uniform.

Updated June 2021