

Information for applicants to non-teaching posts at Tiffin HEAD GROUNDSMAN



TIFFIN
SCHOOL

engage • aspire • excel
www.tiffin.kingston.sch.uk

Thank you for your interest in this post. I do hope that in reading this information about the post and School, and by looking at our website, you will feel inspired to submit an application. With a vibrant and friendly staff, and a sports ground close to Hampton Court Palace and the River Thames, Tiffin is an excellent school to work in. I look forward to receiving your application.

Mike Gascoigne, Headteacher

Tiffin School:

Introduction and Background

Tiffin School is a boys' selective state school of nearly 1,200 pupils located in the centre of Kingston upon Thames. Its origins date back to 1638, and it has occupied its current site in the heart of Kingston since 1929. Today, Tiffin School is one of the leading state schools in the country, educating boys from Kingston and its surrounding areas in South West London. The School attracts boys from a wide range of diverse backgrounds, and is judged to be outstanding by Ofsted.



The School is highly acclaimed for its ethos of combining the outstanding academic achievement of a traditional grammar school environment, with a wide offering of activities particularly in sport and the performing and creative arts. Rugby, cross-country, rowing, basketball, badminton, cricket and tennis all thrive, and regular Saturday fixtures are held at our sports grounds at Hampton Court. This is captured in the School's vision statement "Inspiring students to engage, aspire and excel."

Groundstaff at Tiffin School



The Head Groundsman will be responsible for the upkeep and maintenance of the Grist's Sports Ground at Summer Road in East Molesey. There are currently two other members of the grounds team, which the successful applicant would lead, working under the overall direction of the Sports Estate Manager. The Head Groundsman also has a close working relationship with the key sports teachers and coaches, and has to deal with outside contractors, volunteers and members of the public.

Our sports ground is fantastically situated with the River Thames and Hampton Court Palace very close by. The 30 acres of grounds are in a beautiful setting, and also contain two pavilions, related parking, and some outbuildings.

The grounds are maintained on behalf of both the School and the old boys association (Tiffinian Association Ltd). The pitches are used from Monday to Saturday by the School in term time, and at the weekends by the old boys association and other external lettings. The School takes sport very seriously and plays

competitively to a high level with other state and independent schools. Indeed, famous Tiffin pupils have included England Cricket Captain Alec Stewart, and current Surrey cricketer Arun Harinath, as well as club rugby players, all of whom learnt their sport at school, at Grist's. It is therefore extremely important that our pitches and cricket squares are maintained to a high standard.

Throughout the Winter Term and most of the Spring Term we operate regular Saturday fixtures in Rugby, and in the Summer Term we have regular Saturday cricket fixtures. This means the School will often field up to 6 matches on a Saturday against another school, hosting visiting teams as well as parents. Every afternoon during the week a different year group of boys goes down to the playing fields for their sports, and often there are also mid-week matches. In the Spring Term we host a Rugby Sevens tournament, and in the Summer Term a special cricket match against the MCC. Alongside these activities, football is also regularly played at the ground. Currently the grounds are laid out for 4 rugby and 3 football pitches in the winter, and four cricket squares and pitches, as well as an athletics track in the summer.

There are also two pavilions at the grounds, one of which is the School pavilion, with the other mostly used by the old boys. In addition, there is a significant amount of grounds equipment including tractor, mowers and other items which are kept in a special garage.

The successful candidate will be required to manage the maintenance and preparation of pitches to a high standard, to allow us to continue our superb provision of sport. The associated areas around the pavilion, car parks, fences and hedgerows also need to be maintained to preserve the beautiful setting of the Sports grounds and ensure it looks good for both pupils and visitors.

Our Head Groundsman needs to take great pride in their work, and should be reliable and conscientious. In addition they should have good communication skills, be able to clearly organise a programme of work for themselves and the others, and definitely have the initiative to be 'hands-on' in order to maintain and improve the current high standards. They will normally work for 36 hours per week for 5 days from 8.30 to 4.15. They will have the ability and willingness to be flexible in working hours according to need, weather and conditions. More hours may be required in summer than winter. They will be required at weekends, particularly Saturdays, for which time off during the week will be given. The person should have at least three years' experience in a similar working environment and understand the particular responsibilities of working in a school environment.



It would be desirable that you have Level 4 IOG qualification or equivalent, though holding an IOD Level 3 with other relevant experience would be acceptable. It would also be desirable to have PA1, PA2 and PA6 in the safe use of pesticides. You should also have experience in tractor driving, and the safe use of pedestrian ride on mowers, brushcutters and trimmers, although formal training can also be provided. A working knowledge of machinery upkeep and repair would be beneficial. Qualifications, or a willingness to train in artificial services would be useful to help maintain the school 3G pitch and outdoor cricket nets located at the main school site in Kingston. It would also be desirable to have a driving license as there will be some travelling between sites. Ideally the candidate will have an understanding of health and safety, and first aid, or be willing to enhance their training in this area.

Tiffin's Location:

Kingston upon Thames

The School's Kingston town site provides all of its teaching and learning facilities and some sports facilities. The School is also very fortunate to have its extensive playing fields in Hampton Court, where sport is played every afternoon, and at weekends, and its own boathouse in Kingston. Our sports ground is beautifully situated with the River Thames and Hampton Court Palace very close by.



School Facilities

The School has very good facilities which have been developed over the years. The centre of the School is arranged around a garden that has the original 1929 building matched with the award winning, Learning and Resources Centre (LRC) built in 2004. The six main buildings which make up the site, together provide extensive facilities such as twelve fully equipped science laboratories, three art rooms and a drama studio. There is a large hall for assemblies which is also used for public performances, as well as a separate Dining Room and Sports Centre. The School is continuing to follow its master plan for the development of the site, and a new wing of three classrooms was opened in February 2015. A new 2-storey building is currently being constructed to house a dining hall and 5 more classrooms due for completion in January 2018.

The School site in Kingston contains our all-weather floodlit artificial pitch (see below). In addition, our playing fields at Hampton Court provide extensive playing facilities for rugby, cricket, cross country and football, and our boathouse, which we run in partnership with Kingston Rowing Club, is by the Thames near the centre of Kingston. We are most fortunate to have such facilities available that allow us to provide a range of sporting opportunities for our students and also provide a source of funding through third party lettings in the evenings and at weekends.

Professional Development

Tiffin invests in its staff through both internal and external professional development. Yet we also give a trust to our staff, as professionals, to carry out their job with the minimum bureaucracy necessary. All staff undergo induction. In all aspects of the support and administrative life of the School, Tiffin is fortunate to have a dedicated and committed support staff that allow the School to operate in such an effective way.



Staff and their Welfare

There are at present about 70 teaching staff and 40 non-teaching staff at Tiffin. The School is a most friendly place to work, and there is an excellent and vibrant mix of both experienced and newer staff. It is a place where young staff can learn and progress, or older staff can hone their talents. There is a very good camaraderie among the staff, helped by the socials and events which are organised. Welfare of staff is a key concern of the management. We have our own salary scales which reflect the local government scales for Outer London, and non-teaching staff are able to join the Local Government Pension Scheme. Where the type of work requires it, uniform and Personal Protective Equipment will be made available.



Safeguarding of Children

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1974 (AS AMENDED IN 2013)

Tiffin School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974.

Applicants must therefore provide information about all: convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions, criminal investigations that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Equal Opportunities

Tiffin School is an equal opportunities employer and its policies, including the need to guard against false assumptions based on an applicant’s sex, race, colour, nationality, ethnic or national origins, disability, religion, age, marital status, working pattern, sexual orientation or gender reassignment, are followed at all stages of the selection procedure.

How to apply

Please access our website for information on the [vacancy](#) and an application form (www.tiffinschool.co.uk) or phone for an application form 0208 546 4638 which must be returned to: Mr M D Gascoigne, Headteacher, Tiffin School, Queen Elizabeth Road, Kingston upon Thames, Surrey KT2 6RL, or by email to Helen Edwards at hedwards@tiffin.kingston.sch.uk, by noon on Friday, 23 June 2017.

Tiffin School Head Groundsman

Person Specification

	Essential	Desirable
Qualifications	<p>Institute of Groundsman level 3 and relevant experience</p> <p>Reasonable level of literacy and numeracy</p> <p>Fluent English speaking</p> <p>Full driving licence</p>	<p>Institute of Groundsman level 4 qualification or equivalent</p> <p>GCSE level education</p> <p>PA1, PA2 and PA6 qualifications in use of pesticides</p>
Experience	<p>3 years practical level of outdoor & "hands on" work in a grounds maintenance environment</p> <p>Working in a team environment.</p> <p>Experience of using machinery and tools safely</p> <p>Ability to plan and prioritise the working week and adapt to changing circumstances, especially in the event of adverse weather</p>	<p>Experience of dealing with members of the public</p> <p>Working for an organisation with a command structure</p>
Skills, knowledge and aptitude	<p>Ability to cope with physical demands of job</p> <p>Willingness to work outdoors in all weathers</p> <p>Good communication skills</p> <p>Ability to work alone on own initiative</p> <p>Flexible approach to work</p>	<p>Practical skills in maintaining and repairing grounds machinery</p>

Tiffin School Head Groundsman

Job Description

Line of Responsibility: The Sports Estate Manager

Job Purpose:

The Groundsmen work under the direction of the Sports Estate Manager in order to carry out the maintenance and care of the facilities at Grist's and, when directed, maintenance work on the MUGA and playing field on the school site.

Operational

- Managing the other grounds staff
- Maintaining the lawns, playing fields and hard court areas to a standard required by school teams and relevant football, cricket and rugby organisations.
- Mowing and marking out of the pitches as required.
- End of season renovations across all pitches.
- Ensuring that pitches and goals are safe and fit for purpose.
- Using tractors and other mechanical equipment, maintain the school grounds and parking areas.
- Ensuring that all grounds equipment is maintained to a safe and serviceable condition and workshop facilities are kept clean and tidy.
- Assist in the upkeep and cleaning of the pavilions as directed.
- To assist with the maintenance of the MUGA and other playing surfaces on the school site.
- Assisting in the marking out of pitches for various sporting events and parking arrangements.
- Maintaining woodland and scrub areas to a safe and healthy condition using a variety of tree management techniques and specialised equipment.
- To manage your seasonal schedule and organise the grounds staff around this model. Monitor and record the performance of all grounds staff in order to oversee their development needs.
- Assisting with various clerical duties including record keeping and safety documentation.
- Overseeing contractors or suppliers working for the department.

General

- Assisting in the clearance of ice and snow when necessary.
- Sweeping footpaths and external entrances on a regular basis or as directed
- Checking and maintaining boundary fencing / other fencing on a regular basis
- Cleaning and maintaining directional signs when necessary.
- This list is not exhaustive and you may be asked to carry out other reasonable tasks by management when necessary.
- Training will be provided where necessary to meet personal needs and job specific requirements
- All duties to be undertaken in accordance with the school's child protection and safeguarding policy

Duties & Responsibilities

Main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body, and uphold the school's policy in respect of child protection matters.

S/he shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school's performance management scheme.