



TONBRIDGE  
SCHOOL

# FROM SUPPORTING PASSIONS TO BUILDING CAREERS

TONBRIDGE ONLY CONNECT

## Head of Grounds Full time, all year round

Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected, both here and internationally, for providing a world class education.

Tonbridge School is situated on a campus of 150 acres in the town of Tonbridge in West Kent. The town is frequently ranked within the top 20 "best places to live" in the UK, based on the results of the annual Halifax quality of life study which looks at a range of factors including health, earnings, crime rates and life expectancy. The school is placed at the top of the High Street of the town and is surrounded by outstandingly beautiful Kent countryside.

At Tonbridge, our pupils are encouraged to be creative and intellectually curious; to approach new opportunities with confidence; and to learn to think for themselves while being mindful of the needs and views of others, and our staff are at the heart of our success.

We have developed a strong culture of community, collaboration and best practice, and all of our staff are encouraged to participate fully in the life of the school and to enjoy our beautiful grounds and facilities. In the words of the great novelist and Old Tonbridgian, E. M. Forster: 'Only Connect'.



## The Grounds and Gardens Departments and this post

We wish to appoint a team-focused manager as the Head of Grounds to lead the team in the successful operation and integration where required; this appointment is to commence in Summer 2022.

The Head of Grounds and the Grounds Team oversee the maintenance and preparation of all sports pitches across the school's 150-acre site, including artificial sports surfaces (Astros), the athletics track and tennis court surfaces. The extent and the number of sports pitches for which the department is responsible is shown on the next page.

The Department is currently divided into two sections: the Grounds Department and the Gardens Department. Both are currently housed in separate locations across the campus.

A Grounds Committee is managed by the Head of Grounds and focuses on the 'strategic direction' of the grounds which encompasses sports pitches/surfaces, gardens, conservation and 'Ecological Planning'. The Head of Grounds will be instrumental in working with colleagues across the school to create and implement the plan.

Sports facilities are extensively used by the boys throughout the week and on Saturdays with a focus on rugby in the Michaelmas term, hockey in the Lent term and cricket in the Summer term. Please see the Plan of the School Grounds and Pitches for which the department is responsible.

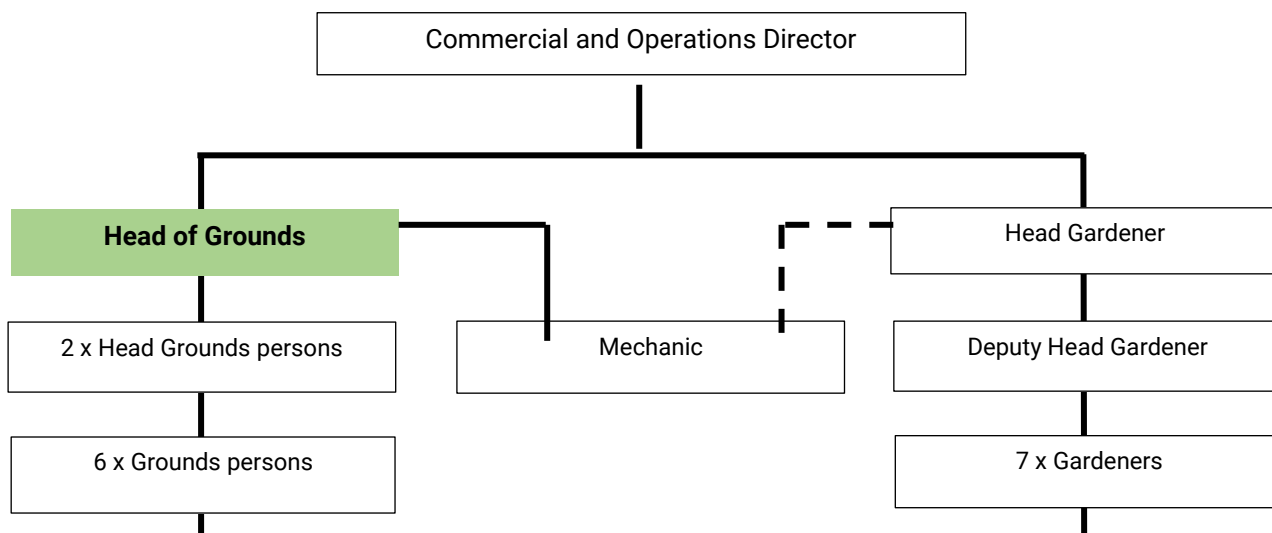
Refurbishment of the athletics track and water-based Astro have been completed in the last few years with further Astro re-surfacing planned for the near future, to the sand-filled and sand-dressed surfaces.

External use of facilities is extensive with the Sports Centre and artificial surfaces in high demand from schools, clubs and a Members Leisure Club. The grass pitches are used less frequently by local prep schools (e.g. for rugby and cricket tournaments), our Recre8 Holiday Courses, and residential guests during the school holidays. The school hosts a prestigious cricket festival and long-standing matches throughout July.

The Head Gardener oversees the gardens across the main school campus including the Garden of Remembrance, the Library Garden, and Skinners' Library Garden (the Headmaster's garden). Standards of presentation are paramount and support the school as function and wedding venues. The Gardens Team works across the seven boarding houses, five day houses and six senior student houses, liaising with Housemasters to meet the needs of the boys, resident staff and visiting parents.

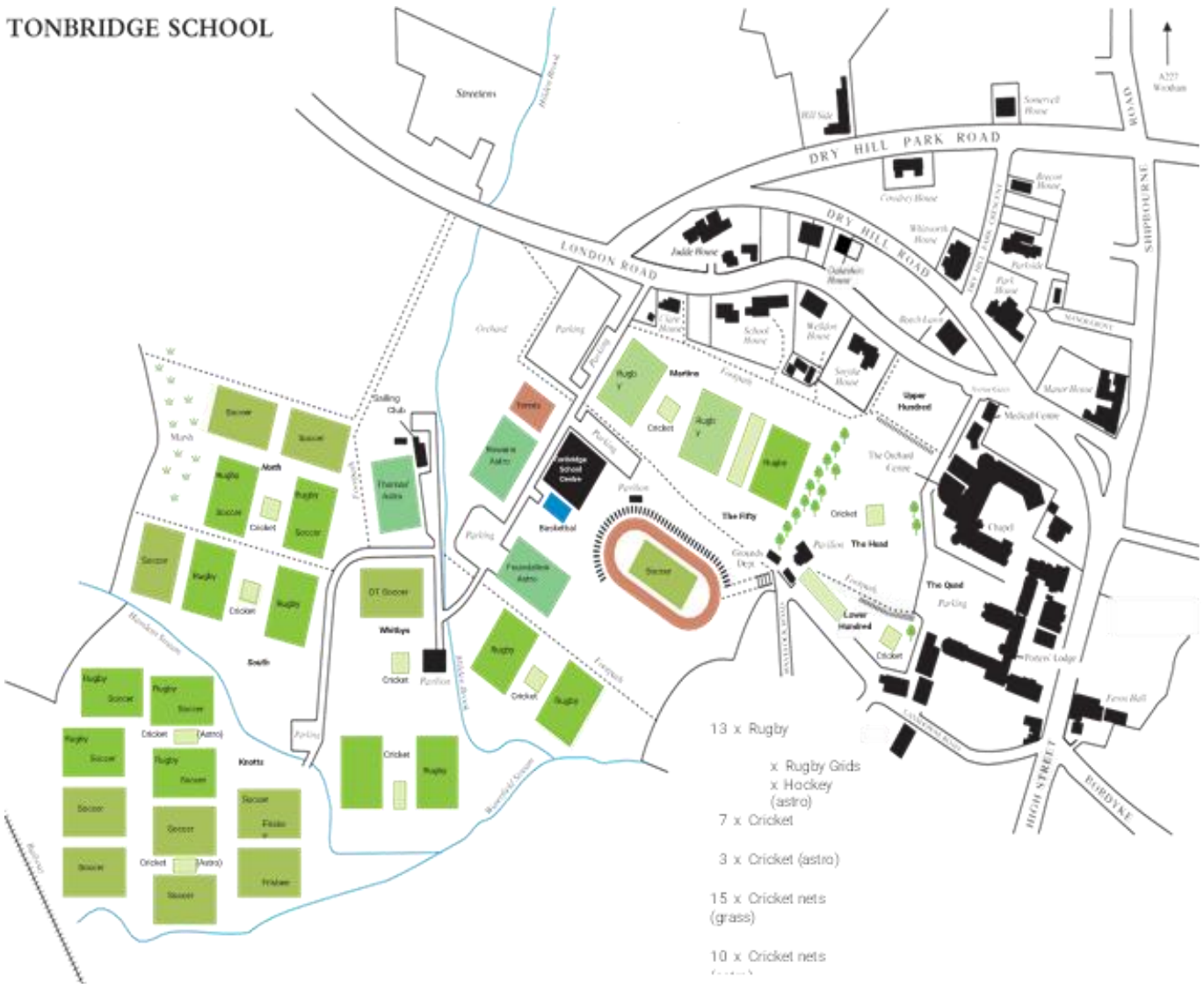
The Head of Grounds and the Head Gardener report to the Commercial and Operations Director. The two Heads of Department work closely together, liaise and meet regularly to ensure the collective aims are met within their respective areas of responsibility.

### The Grounds and Gardens Department Staffing structure





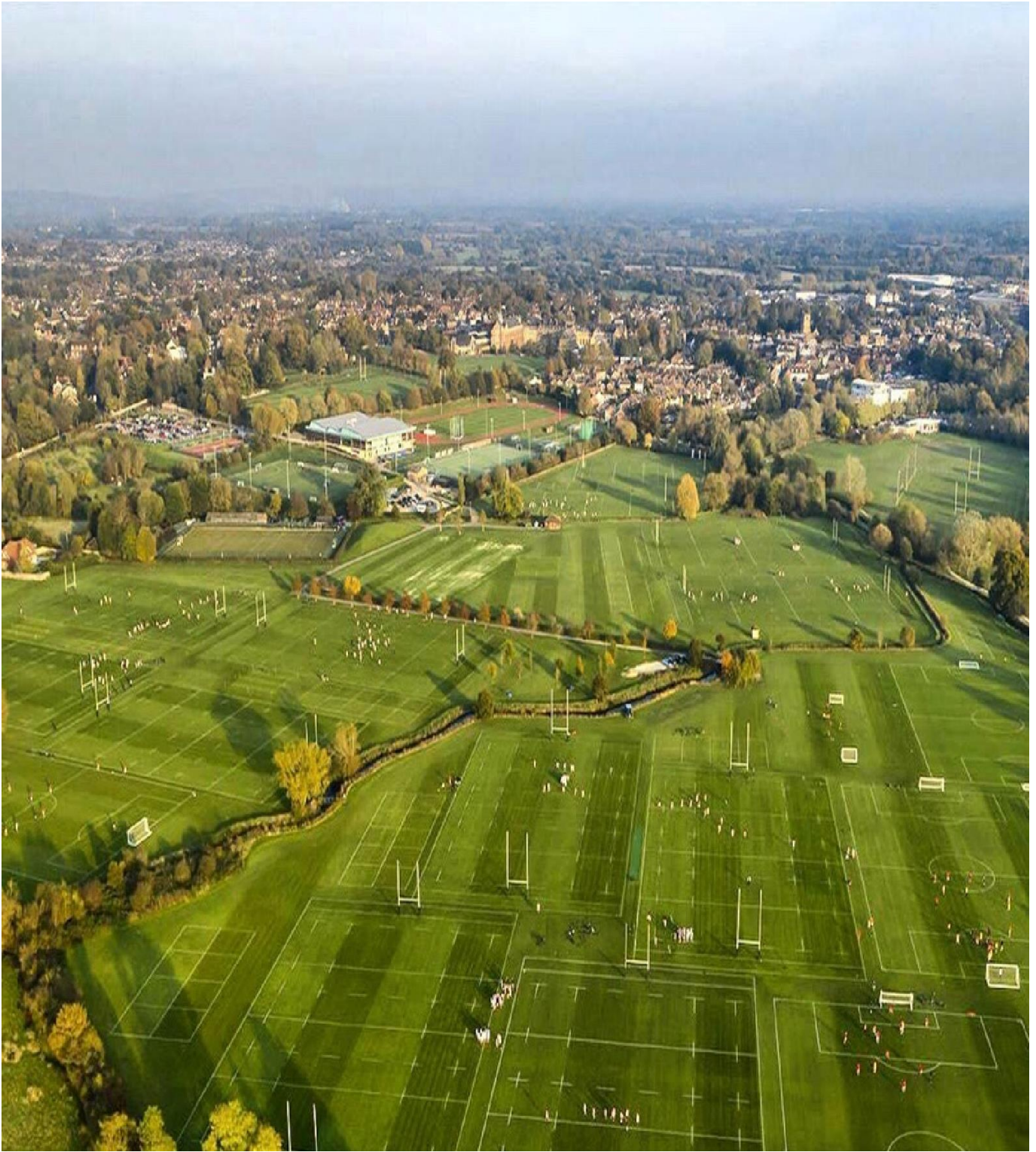
# TONBRIDGE SCHOOL



Plan of the School grounds and pitches with aerial view below







Aerial views of the pitches and athletics track



## JOB DESCRIPTION

<b>Job Title</b>	<b>Head of Grounds</b>
<b>Reporting to</b>	<b>Commercial &amp; Operations Director</b>
<b>Main Purpose</b>	<b>To manage the Grounds Department overseeing all the sports pitches and astros, tennis courts and the athletics track.</b>

### MAIN DUTIES

- Liaising with the Director of Sport and Masters-in-charge of sports, to support the weekly programme of sport and fixtures.
- Caring and maintaining of sports pitches and surfaces through the effective management of the Grounds team, with an emphasis on a good level of cricket pitch provision.
- Managing the Grounds Committee to support the operational and ecological management of the school's grounds.
- Purchasing materials, plant and equipment effectively and ensuring that good value is obtained.
- Tendering and managing works to support capital schemes, including grounds improvement works, resurfacing of artificial surfaces and ancillary projects.
- Preparation of annual budgets for materials and equipment for approval by the Commercial and Operations Director.
- Liaising extensively with colleagues and Heads of Departments in the use of the Grounds, including (but not limited to) the Sport Centre, Events staff, the Tonbridge Society and external organisations.
- Managing all the school grounds in a sustainable and ecologically sensitive manner, including increasing tree cover significantly.
- Managing Health & Safety, COSHH, Risk assessments and Safe Systems of work for the department. Attend and contribute to the schools Health & Safety committee on a termly basis.
- Developing a training and development plan for the team, including the motivation of all staff in the Department.
- To undertake any other duties as may be reasonably required by the Commercial & Operations Director.

### CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

### CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for who he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

### PERSON SPECIFICATION

#### SKILLS AND ABILITIES

- Experience of running a similar department, with significant experience in the management of sports surfaces, with an emphasis on cricket pitch preparation.
- Expert and comprehensive knowledge in sports surface provision.
- Relevant professional qualifications.
- A team-focused approach with an emphasis on personal and team development.
- Excellent interpersonal and communication skills.
- Experience of working with colleagues/partners on Grounds Committees or similar professional groups.
- Computer competent with use of Outlook, Word, Excel and PowerPoint.

- Good literacy and numeracy skills.
- A knowledge of the Health & Safety at Work Act, handling of chemicals, fuels and the safe operation of various types of machinery.
- An interest in conservation and management working with the School's Green Committee.
- Proven organisational skills and a 'can do' attitude Hardworking, dependable and professional in approach to work.
- Self-motivated, flexible and pro-active with a willingness to work flexibly.
- Reliable, honest and trustworthy.
- Ability to prioritise and work under pressure with good time management.

## **HOURS OF WORK**

The post is full time with no set hours of work. In order to support the school's sports demands, there will be an element of weekend work including Saturdays (most Saturdays during the summer term). Occasional Sundays will also be required principally for cricket with flexibility required in this respect.

## **REMUNERATION AND BENEFITS**

An annual salary of between £40,000 to £50,000 per annum, dependant on qualifications, skills and experience.

Generous benefits package including:

- Annual leave of 25 days plus bank holidays
- Pension scheme
- Lunch provided free of charge during term time
- School Fees remission (after three years' service)
- Subsidised Sports Centre membership (staff rates)

**Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.**

## **SUBMITTING AN APPLICATION**

All CVs, applications and questions should be sent to [hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org).

Full details and an application pack may be found on Tonbridge School's website at: [tonbridge-school.co.uk/jobs](http://tonbridge-school.co.uk/jobs)

**Closing date for applications: Friday 6<sup>th</sup> May at 12:00**

**Early applications are encouraged as suitably qualified candidates may be interviewed before the closing date. The School reserves the right to withdraw the vacancy if an early appointment is made.**

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**TONBRIDGE-SCHOOL.CO.UK**

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The information contained in the brochure is accurate at the time of going to press