



Chigwell School

JOB DESCRIPTION

Job Title: Head of Grounds

Responsible to: Bursar through the Director of Operations

Hours of work: 37.5 hours per week Monday to Friday-start and finish may vary throughout the week

Main purpose of the job:

The Head of Grounds is responsible for the oversight and upkeep of the sports pitches, sports facilities, grounds and gardens to the required high standards. This includes the maintenance and safe operation of grounds equipment and vehicles, and line management of other staff with specific responsibilities for maintaining the grounds and sporting facilities.

Main duties and responsibilities:

Grounds, sports fields and pitches

- Maintain and manage all grounds activities to consistently achieve the recognized standards and availability including maintenance of grounds and pitches let by Chigwell Mitre Enterprises Ltd.
- Actively liaise with the Director of Sports to ensure that pitches and other sporting facilities are prepared to a high standard and are available as required.
- Setting up for sports fixtures to a high level and on schedule.
- Ensure all roads and pathways, signage, lawns, gardens, borders and woodland areas are always maintained to a high standard and show the school in its best light to the community at large.
- Have a good understanding of modern maintenance and renovation practices regarding a variety of sports and grass surfaces.
- Have a good knowledge of nutrient and chemical inputs and able to implement/design feeding and chemical programmes.
- Drive tractors with a variety of implements attached for grass maintenance and renovations.
- Have a good 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 Chigwell users and to enable the School to keep functioning in times of heavy snow falls by clearance of snow in key areas.
- Determine user needs and actively promote the School's services and facilities whenever possible, including consultation with other groups or individuals.
- Seek to improve and innovate more cost-effective ways of working and utilizing the facilities.
- Develop new areas of the school for sporting activities.
- Undertake or commission maintenance programmes.
- Prepare budget estimates for inclusion in the annual expenditure budget.
- Monitor the results of the grounds maintenance service and introduce processes and procedures in agreement with the Director of Operations, where necessary and appropriate.

- Keep the Director of Operations up to date and informed about all allocated areas of responsibility and report any significant problems as appropriate and within a reasonable time frame.
- Make use of appropriate equipment and facilities in order to complete duties in the most efficient and effective way.
- Complete all duties effectively, efficiently, accurately, and within allocated deadlines.
- Support school events and Open Days as required, including occasional weekends.
- Contribute to the development of long-term plans for sustainability initiative.

Team Management

- Manage grounds team and arrange rotas for teams during term time and holidays, ensuring appropriate cover is in place.
- Encourage and enforce safe working practices and set positive examples to the team.
- Conduct performance reviews and set performance targets for line managed staff.
- Ensure that Health and Safety systems are followed, checks are in place and compliance records maintained in line with school policies. This will include risk assessments and measures to ensure the safety of staff and pupils.
- Ensure that relevant staff have training in the use of equipment, chemicals, PPE, manual handling and any other relevant training.

Maintenance

- Ensure that all grounds vehicles and equipment are used to industry standards, meet H&S requirements and are routinely maintained.
- Repair and maintain sports equipment such as posts and nets.
- Ensure the security of the departmental vehicles, tools, machinery, buildings and equipment at all times.

Contractors

- Liaise with and procure external contractors as agreed with the Director of Operations.
- Act as the key point of contact for all grounds contractors and regularly review external contracts, ensuring value for money.
- Manage all aspects external contract, ensuring that all required checks are completed in advance to meet regulatory compliance requirement, including the HSE and ISI.

Communication and working relationships

- Establish and maintain effective communication channels with fellow employees, pupils and teaching staff to maintain and promote the school's facilities.
- Establish a good working relationship with the Grounds team, the Sports and School Staff.

Personal Development

- To recommend and undertake training courses for career development.



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General responsibilities:

- Maintain a smart appearance at all times in keeping with the School's image and wear the appropriate uniform in line with the schools image.
- Set a good example in terms of punctuality and attendance.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in team, departmental and School meetings as required.
- Undertake and document a performance review with the line manager in accordance with the School's performance management review process.
- Be aware of and comply with policies and procedures relating to behaviour management, child protection, equal opportunities, health and safety, confidentiality and data protection reporting all concerns to an appropriate person.
- Maintain appropriate confidentiality according to the School and legal requirements.
- Contribute to the overall ethos, work and aims of the School.
- Appreciate and support the roles of others.
- To have an awareness of the day- to- day issues within the School and ensure communication systems are effective between all relevant departments within the School.
- Promote equality as an integral part of the role and treat everyone with fairness and dignity.
- Carry out any other duties as may be reasonably required appropriate to the post.

Employees must be aware of the responsibility placed on them under the Health & Safety at Work Act (1974) to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, pupils and visitors.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the School.

Person Specification

	Essential	Desirable
Qualifications		
Good general level of education (to GCSE level or equivalent)	✓	
NVQ level 2 or above or the equivalent qualification in sports surface management, sports turf management and horticulture	✓	
Full Driving Licence	✓	
First Aid qualification		✓
PA1 and PA6A Chemical Spraying Licenses	✓	

	Essential	Desirable
Knowledge, Skills and Experience		
Substantial experience of managing a grounds team on a day to day basis	✓	
Excellent sports field maintenance and management knowledge	✓	
Experience of maintaining high standard cricket wickets at either club or school cricket level.		
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	✓	



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	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	✓	
Calmness and efficiency, with the ability to work under pressure at times	✓	
Excellent communication and interpersonal skills at all levels	✓	
Enthusiastic, positive 'can do' attitude with the ability to learn	✓	
Confident, self-motivated and proactive	✓	
Conscientious, reliable, resourceful, punctual and committed	✓	
Commitment to the all-round ethos of the School, including its co-curricular activities and pastoral approach.	✓	
A commitment to the Safeguarding and wellbeing of pupils	✓	