



## Groundsperson

St Benedict's School is a leading independent co-educational day school. There is a Junior and Senior School (with membership of the IAPS and HMC respectively) for approximately 1,100 pupils aged from 3 to 18 years old. There are approximately 300 members of staff.

The School occupies self-contained premises in a pleasant and leafy suburb of Ealing and benefits from excellent facilities attracting pupils from an extensive area. The Sports Field is located at Perivale about two miles from the main site.

The Sports Field is approximately 14 acres in size and has four rugby pitches, two cricket pitches, a full-size artificial hockey pitch, cricket nets and hard courts area for netball and tennis. There is floodlighting to the hockey pitch and the main rugby pitch. Also, a Pavilion with 10 changing rooms, a tearoom and a separate building which houses a large Grounds Store and Games Store. The River Brent runs beside the field therefore the site is part of the designated flood plain.

We are seeking to appoint a Groundsman to join the Estates Team.

The Groundsperson:

- will be responsible for ensuring the highest standards of maintenance, upkeep, appearance and security of the Sports Field whilst adhering to the highest level of health and safety standards. This is a varied and interesting role which will involve working mainly outdoors in all weathers.
- will work with the Director of Sport and individual Heads of Sport (particularly rugby and cricket) to ensure that priority is given to ensure the Sports Field is available for fixtures and training use by the pupils on a regular basis during preseason, holiday (as agreed) and Saturday term times. The provision of high-quality sport is extremely important for parents and pupils.
- will be responsible for ensuring the highest standards of maintenance, upkeep and appearance of the landscaped areas of the main school site.
- is to promote the ethos and well being of the School as determined by the Headmasters, in particular with regard to neatness, cleanliness, orderliness, presentation and attractiveness. The Schools' presentation to current and future parents, staff and pupils is of paramount importance. The Groundsperson needs to recognise this and to respond promptly to directions emanating from the Head Groundsperson, Director of Sport and requests from staff.
- is to be physically fit, organised, forward thinking, adaptable, able to work at heights and be a good communicator.
- works with the Grounds Apprentice, Parking Assistant, Gate Person and Cleaner.

## **Duties**

1. Undertake routine preparation and maintenance work on a range of sports facilities and surfaces
2. Undertake all preparatory and cultivation work to maintain safe quality playing surfaces.
3. Set up all sports pitches or amenity surfaces. Undertake minor construction and landscaping work under guidance.
4. Drive vehicles and equipment as required for grounds maintenance operations.
5. Ensure vehicles and equipment used by self and work group are regularly maintained in accordance with routine operating requirements. Monitor the use of consumable items and spares and make arrangements for their replenishment.
6. Ensure the safe use, storage, calibration and disposal of pesticides and other similar substances. Promote the Health and Safety of self and others. Respond to emergencies.
7. Ensure other staff are adequately briefed on their duties, able to execute them in the correct manner and to complete the assigned workload. Establish and maintain effective working relationships with managers, colleagues and end users.
8. Make recommendations to supervisor regarding improved work systems, labour and machinery utilisation.
9. Maintain good communications with customers and end users.
10. Facilitate training sessions, games lessons and fixtures ensuring the appropriate training areas and pitch use is available.
11. Use and operate equipment including irrigation systems and the monitoring of the drainage system.
12. Supervise sporting programmes e.g. site access, security and supervision, timetables for surfaces, changing room allocations and car park control. Animals are not allowed to be brought onto site.
13. Set up, prepare, facilitate and set back for various events including the Junior School sports days, firework display etc.
14. Support non-sport and lettings use of facilities.
15. Works with teaching and estates staff to make sure all aspects of the Sports Field use runs smoothly as planned, including lettings.
16. Operate alarms and CCTV system and be the first key holder.
17. Collect and store lost property and make sure it is regularly returned to the main school site.
18. Recognise and embrace the importance of ensuring that School sports fixtures are fulfilled whenever is reasonable for them to be played and to recommend 'no play' decisions to the Director of Sport when this proves necessary. The Director of Sport is to make the final decision on pitch use.
19. Wear allocated clothing when the facility is in use.
20. Carry out purchasing and record keeping as required.
21. Plan for and clear up following flooding from the River Brent. Keep records of flooding, rain fall and weather conditions.
22. Liaise with various outside authorities – emergency services, Brent Valley Conservation area, National Rivers Authority, Environmental Agency etc.
23. The essence of working within any successful team revolves around enthusiasm and willingness to co-operate wherever necessary within the team. The above points outline the principal duties involved. Carry out other duties as reasonably required or requested.

## Hours of Work

1. As a minimum you would be required to work 40 hours per week, Monday to Friday and fortnightly on Saturdays. You would be required to work at such times as it would be necessary for the proper performance of your duties in preparation for School games sessions and sporting fixtures. You would have to work hours as reasonably required by the School e.g. to include the cricket season during the Trinity Term.
2. You would be required to attend other school events, e.g. Sports Event and Firework Display.
3. Holiday entitlement is 35 days which is to be taken during school holidays but not at the same time as the Head Groundsperson.

## Person Specification

Personal Characteristics	Essential	Desirable
Hard working with a flexible, adaptable approach to work.	✓	
Resilient, calm and patient with a professional manner and appearance.	✓	
Ability to work independently and meet deadlines as well as working as part of the team.	✓	
A reliable member of the team, punctual, considerate and supportive.	✓	
Physically fit to meet the demands of the job.	✓	
A willingness to learn new skills and take on new tasks.	✓	
Attention of details and takes pride in their work.	✓	
Ability to maintain close and harmonious relations with work colleagues at all levels.	✓	
Highest standards of safeguarding.	✓	
Empathy to deal sensitively with parents, children and staff.	✓	
Charisma, warmth, enthusiasm and a keen sense of humour.		✓

Qualifications, Skills and Experience	Essential	Desirable
Experience of working in a sports ground setting and providing a high standard of sports surfaces for playability and visually for a minimum of 5 years.	✓	
A proven track record of maintaining and caring for multiple high quality cricket squares and pitches for all age groups.	✓	

Minimum Level 2+ qualification in a relevant field of study – this could be an NVQ, SVQ, or Work Placed Diploma / or full time Level 2 qualification or another qualification such as the Level 2 GMA Technical Certificate in Turf Surface Maintenance.		✓
A willingness to engage in Continual Professional Development on an annual basis.	✓	
Experience of operating and looking after sports ground machinery, equipment and systems.	✓	
Ability to work safely independently and as part of a team.	✓	
An understanding of sports grounds throughout the seasons.	✓	
Clear understanding of relevant Health & Safety legislation	✓	
A valid full driving licence.	✓	

The Personal Characteristics, Qualifications, Skills and Experience will be reviewed from an applicant's application form, training certificates, experience and from the interview.