APPLICATION FOR THE POST OF

# GROUNDS PERSON (SKILLED)

Full Time

St Joseph's College



St Joseph's College

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment selection and induction procedures operate throughout the College and extend to services linked on its behalf.

## Job Description

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| **Job Reference**: | DBA/DCL |
| **Job Title**: | Grounds Person (skilled) |
| **Hours per week**: | An average week of 40 hours, with an unpaid hour lunch break, spanning Monday to Friday. A seasonal work pattern is required, which will generally be April to October (8.00am- 6.00pm), November to March (8.00am to 3.00pm); plus Saturdays mornings on a rota basis (term time only) |
| **Status**: | Full Time |
| **Responsible to**: | Head Grounds Person |

## General Requirements

All staff are expected to:

- Follow the College's Safeguarding policy and procedures and to ensure the well-being of all students in their care is their highest priority
- Contribute to the day-to-day running of the school and follow its policies and procedures
- Contribute to the extra-curricular provision in the College and to actively support the ethos of the College
- Take an active role in ensuring the realisation of the College Development Plan
- Treat each student and each other as an individual with courtesy and respect
- Have due regard for Health & Safety
- Undertake any other duty deemed reasonable by the Principal

## Overall Objectives:

Under supervision, maintain the playing surfaces, grounds and facilities to the required standard for the user.

## Key Responsibilities:

- Preparing and maintaining the sports facilities under the direction of the Head of Grounds Person including artificial surfaces to a high standard
- Support with maintaining and preparation of cricket wickets, Rugby Pitches and Athletics' practice areas and carrying out annual renovations to rugby pitches, cricket squares and playing surfaces
- You will work as part of an established team and be interested in general gardening duties, with the capabilities to carry out additional tasks within the School grounds and maintaining sports facilities including football, rugby and cricket
- Support with applications of fertilisers and fungicides
- Support with creating, marking out and setting up of playing surfaces
- Working with various different types of equipment and machinery
- Undertaking general maintenance of equipment as directed
- Maintaining the awareness of the Health and Safety Regulations in your areas of
- responsibility
- Maintaining the cleanliness of the School grounds and work areas

- Drive vehicles and equipment as required for grounds maintenance operations
- Ensure hedges and fences are maintained to a high standard

Main Responsibilities:

- Undertake routine preparation and maintenance work on a range of sports facilities and surfaces as detailed by your line manager. Undertake all preparatory and cultivation work to maintain safe quality playing surfaces

- Set up all sports pitches or amenity surfaces. Undertake minor construction and landscaping work. Follows standard procedures requiring knowledge of the functional area

- To maintain synthetic astro-turf pitches.

- To maintain surrounding areas e.g. borders, hedges and car parks - to include edging, weeding and litter picking.

- Drive vehicles and equipment as required for grounds maintenance operations

- 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

- 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

- Ensure subordinate staffs 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

- Make recommendations to supervisor regarding improved work systems, labour and machinery utilisation

- Maintain good communications with customers and end users

- Work at other locations and some evenings, as required, depending on the College's operational needs

- Ground works including support with the repair of pathways, roadways and painting of fences etc

- In addition, you are required to participate in a salting, gritting and snow clearing rota, which will require an earlier start than normal and operates Monday to Saturday. Currently, this requires a start time of 6.30am.

  Generally decisions about the requirement for early morning salting, gritting and snow clearing will be taken by the Head of Grounds Person by close of business on the previous afternoon

**This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive**

**statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties**

## Person Specification

- Completed IOG Training Level 1 & 2 and working toward IOG Level 3 training on management techniques and principles to produce a safe and consistent surface
- National/Scottish Vocational Qualification Level 2 Sports Turf Maintenance or IOG National Technical Certificate or BTEC First Diploma/First Certificate in Horticulture or City & Guilds National Certificate in Horticulture
- PA1, PA6 and PA2 qualified desirable
- No less than 3 years prior grounds person experience
- Awareness of relevant Health and Safety legislation
- Formal training in manual handling
- A valid clean driving licence

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## St Joseph's College Vision and Values

### Core Framework

**VISION**

***Being our Best***

**MISSION**

***A Caring, High Achieving Community guided by Christian Values***

**CORE VALUES**

***Aspiration*** ***Respect*** ***Confidence***

### Core Values and Ethos

The following core values and behaviours underpin the ethos of our College.

**We believe:**

- *That everything we do should be for the benefit of the child*
- *That each child is individual and deserving of an equal educational opportunity*
- *That a community based on integrity, kindness, respect, courtesy and enjoyment creates the best learning environment*
- *In striving for excellence in all that we do, encouraging ambition and aspiration*
- *In the primary importance of actively safeguarding and protecting children*
- *In embracing innovation as well as seeking, reflecting upon, and learning from feedback and experience*
- *In the power of the team and the importance of working collaboratively*
- *That inspirational leadership means leading by example and with humility*
- *That we have an important role to play in the wider community, both locally and globally*
- *In taking a longer term view for the greater good of the College and its pupils*

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**The 'essence' of St Joseph's College is learned and lived through the following core values, which underpin our unique ethos and environment. Our ethos is derived from the educational philosophy and faith of St Jean-Baptiste de La Salle, Patron Saint of Teachers, and the example set by St Joseph, Patron Saint of Workers.**

- **Faith and trust -** developing an awareness of faith, spirituality, awe and wonder and enduring belief in ourselves and others
- **Confidence and self-belief** - participating in a diverse range of academic, creative and physical experiences with self-assurance of one's own skills
- **Aspiration and achievement -** ensuring everyone makes maximum progress and reaches their potential whilst ensuring that ambitions for future careers, personal goals and life-long dreams can be realised
- **Effort and resilience –** providing a strong academic core and encouraging a desire to succeed, in order to develop adaptable and life-long learning skills
- **Respect and dignity** - developing moral values; an awareness of what it means to be a good citizen and respecting our own and other cultures, religions, values and beliefs
- **Community and compassion** providing a happy, secure and nurturing community, so we develop personally, take a full, active and constructive part in the life of our community and develop a sense of compassion and concern for others locally and globally
- **Creativity and open-mindedness –** seeking to innovate by being imaginative and entrepreneurial whilst searching for and evaluating, conflicting opinions and sources of evidence
- **Contribution and service -** developing a community perspective and awareness (locally and globally) by meeting the needs of others and thinking beyond 'the here and now'
- **Integrity and endeavour –** working with integrity and zeal and communicating reliably and openly
- **Self-regulation and humility** – continually seeking to attain the highest personal standards, whilst appreciating the many ways that people contribute to our world

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## Vision

**We want to be known locally, nationally and internationally for our high quality, independent, all-round education for boys and girls, which is seamless through from nursery to university and the world of work, including:**

- Our ethos, which combines strong **traditional Christian** values with a **unique** approach to **supporting** and **nurturing** children within a **friendly, family** environment
- Strong **academic** performance and **achievement** for pupils of all abilities and skills, enabling children and young people to consistently outperform local and national academic standards
- **Tailored** pastoral and academic support which develops our children into confident, successful, compassionate young people who have integrity, dignity and self-belief
- **Progressive, innovative and effective** approaches to teaching and learning
- Teaching which is **inspirational, challenging** and **engaging,** provided by well qualified and well supported staff
- A **flexible, inspiring and inclusive** 3-18 curriculum which meets the needs of the contemporary world
- Outstanding girls' and boys' **opportunities** and achievement in sport
- The quality and variety of curricular and **extra-curricular** opportunities, including outstanding Music, Art, Drama, Dance and Outdoor Education
- Leading the way in using **new technologies** which enhance and support teaching, learning, communication and administration
- Being a **reflective, open-minded, forward-thinking** organisation which is **receptive** and **responsive** to change, in order to provide the best quality all-round education within a competitive local, national and global market
- Our outstanding **facilities** and **grounds**
- High quality **Boarding** provision, including outstanding pastoral care for a diverse population of students, excellent facilities and a stimulating programme of activities
- An emphasis on **effective and timely communication** which ensures that current and prospective parents and the wider community, are well informed about the College's successes and strengths
- Creating **links** with alumni, businesses and community organisations which benefit our students and our school
- Clear **development planning**, which is underpinned by sound business and financial acumen and management, shared and communicated with stakeholders and reviewed and evaluated annually
- Strong and effective **leadership** and **management across the College**, which supports and enables its staff to develop professionally, personally and to deliver the school's aims within a positive, reflective and professionally community.