



## **JOB PROFILE GROUNDSMAN**



[www.luckleyhouseschool.org](http://www.luckleyhouseschool.org)





We are looking for an experienced Groundsman who will be responsible for the maintenance of the playing fields, tennis and netball courts, grounds, the school's playing fields which are used for football, artificial cricket, athletics and rounder's and soon to be replaced with an all-weather pitch for a multitude of sports, buildings and equipment within the department, supported by the maintenance team.

The ideal candidate will:

- have several years grounds maintenance experience and knowledge of managing grounds and gardens (sports pitches, amenity grounds and gardens) in a similar environment.
- possess a formal qualification NVQ Level 3 in Amenity Horticulture (this would be an advantage but not essential).
- be honesty and reliability.
- be self-motivation.
- have good organisational ability.
- be capable of working under pressure and also on their own initiative as required.
- have basic DIY skills and a practical aptitude for general building and grounds maintenance.
- have an awareness of Health and Safety and a willingness to undergo appropriate training where needed.
- possess a Full Driving License, ideally with Category D1.
- be a good team player.
- enjoy working in a school environment.

The opportunity to live on site is available in return for some lockup duties.

### **BENEFITS PACKAGE**

Start Date: Sept 2019 (or earlier)

#### *Salary*

A competitive salary will be offered dependent on qualifications and experience.

#### *Hours/Annual Leave*

Full time, 40 hours per week. Monday to Friday  
08:00 to 17:00, with 1 hour for lunch.  
30 days annual leave plus bank holidays.

#### *Pension*

The school operates a pension scheme which all non-teaching members of staff are eligible to join.

#### *Fee remission*

A remission of 50% of fees is available for the successful applicant's children when they enrol at Luckley House School, assuming a place is available and entry requirements are met.

### **HOW TO APPLY**

For further details please contact Mrs N Hall, HR Manager on 0118 9784175 or email [narene.hall@luckleyhouseschool.org](mailto:narene.hall@luckleyhouseschool.org)  
Alternatively an application/information pack can be downloaded from:  
[www.tes.com/jobs/employer/-1002273](http://www.tes.com/jobs/employer/-1002273)

Closing date: 5 July 2019

Interview date: 11 July 2019

### **JOB DESCRIPTION**

Title : Groundsman

Job Purpose : To undertake all grounds related activities to ensure that the school site is maintained to an excellent standard and to provide a professional impression to all visitors, parents, pupils and staff. In addition, as a member of the maintenance support staff, to undertake a range of duties concerned with the school premises and ancillary duties to support the operation of the school.

Accountability : The Maintenance Manager is the line manager for the Groundsman.  
The Maintenance Manager reports to the Bursar.

### **Main areas of responsibility**

- The purpose of this role is to assist in all grounds related activities in order to meet the needs of the Sports Department and to ensure that the whole site is maintained to an excellent standard and to provide a good impression to all visitors to the School, parents, students and staff.
- In addition, as a member of the maintenance team to undertake a range of maintenance duties concerned with the School premises and ancillary duties to support the operation of the School.
- Maintaining and developing the playing fields.
- Assisting in planning the maintenance and renovation of a range of playing fields and pitches and preparing these to a high standard.
- Repair and restoration of the playing fields and pitches after fixtures.
- Maintenance of the planned all-weather pitch.
- Regular liaison with the Sports Department to ensure their needs are met.
- Marking out and setting up all pitches and posts/nets and required for fixtures.
- Inspection and maintenance of all goal posts and nets.
- Use and maintain grounds equipment as required e.g. mowers, strimmer's, hand tools, light machinery and tractors.
- Assisting in maintaining the register of all grounds equipment.
- Assisting in scheduling the testing and maintenance of all the grounds equipment and advising on the repair and replacement of faulty equipment to the Maintenance Manager.
- Carry out gritting, salt spreading and snow clearing around the School assisted by the maintenance team.
- Ensure all equipment, machinery and grounds buildings are kept secure.
- To keep the car parks, pathways and other hard surfaces clean and tidy.
- To maintain the woodland and paths adjacent to the sports field.
- To keep all hedges properly trimmed and to keep the ivy and other shrubs adjacent to the School cut so that they do not encroach to within six inches of windows.
- To assist the maintenance staff with gutter clearance to ensure rainwater flows without blockage.
- Keeping any sheds or outbuildings and areas in which waste is stored in a clean and tidy condition.



**Key Performance Areas**

- Upkeep of the gardens, lawns, hedges and shrub beds to a high standard.
- Assisting in planning the planting of seasonal plants to enhance the appearance of the School.
- Keeping the grounds free of litter.
- Maintaining pathways, fences and external signage.
- Undertake a range of duties to assist in day to day maintenance of the School premises and furnishings (e.g. when bad weather prevents groundsman duties being undertaken or when workload permits) to assist the rest of the site staff with their general duties and in assisting with manual duties as required including the moving and setting up of furniture for School functions and exams.
- Act as a steward for School events as required by the Maintenance Manager. Including Open Mornings, Bonfire Night, Speech Day and Sports Day.
- The post holder will be required to drive the School's minibus for which a formal qualification (as arranged by the School) is needed.

**Health and Safety**

- Be prepared to undergo basic First Aid training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Ensure all health and safety regulations are applied, these include but are not restricted to assisting in the provision of risk assessments and safe methods of work for all the grounds, grounds equipment and working practices.

**General Duties**

- To take responsibility for promoting and safeguarding the welfare of children and young people.
- To present the best possible image of the school in general, and, in particular, in all contact and communications with the general public, visitors, parents, students, customers, suppliers and all other external organisations.
- To undertake training and staff development as needed and as determined by the school management.
- To undertake such other duties, commensurate with the post, which your manager, or other members of the Senior Management Team may reasonably and occasionally require, including working evenings and covering for absent colleagues.
- Undertake any other work as reasonably requested by the Bursar or Head in the absence of the Maintenance Manager.

**School Policies and Procedures**

- The post holder will be required to comply with all policies and procedures issues by and on behalf of the School.
- The post holder will be required to participate in the School appraisal procedures.
- The post holder will be required to attend statutory and mandatory training.

