

ROKEBY EDUCATIONAL TRUST LIMITED

JOB DESCRIPTION

Job Title:	Head Groundsman (Premises Staff)
Line Manager:	Premises Manager
Important functional Relationships:	Bursar and Administrative Staff Headteacher and Teaching Staff, particularly the sports staff. Premises Manager and Premises Staff, Bus Drivers, Domestic Staff,
Important external Relationships:	Contractors and Suppliers Parents and Visitors Local residents/organisations
Main purpose of job:	Responsibility for the Assistant Groundsman and working with him/her to maintain the turf culture, horticulture and arboriculture at the school sports grounds. Ensuring the sports grounds, pavilion are kept to a high standard, suitable for use by the school and others. To maintain the grounds at Richard Challoner School whilst the Trust has a contract with them or another school.

Main responsibilities/Duties of the job:

1. To maintain and prepare the pitches for football, rugby & cricket at Rokeby School playing fields for play by their students and guests.
2. To maintain and prepare the pitches at Richard Challoner playing fields for play by their students and guests as agreed in the contract of works agreed by the Bursar.
3. Clean and tidy the pathways, pavilion (including gutters) and surrounding areas at the sports grounds ensuring they are clean and tidy and fit for use, weeding replanting and cutting of flowers and shrubs, assistance provided by the Premises Staff.
4. Ensure rubbish bins at the sports grounds and bin area to be kept tidy.
5. To maintain the grounds equipment at the sports fields and to ensure all health and safety issues are reported/dealt with immediately and reported to the Premises Manager.
6. To operate the tractor, mowers and roller and other hand held grounds equipment.
7. Monitoring and keeping compliance records, including service repairs, spraying etc;
8. Ensuring equipment stores and mess hut and associated washdown areas are clean and tidy.
9. Conduct and update risk assessments.
10. Ordering of equipment and supplies, with approval from the Premises Manager.
11. Assist with parking at the sports grounds as required by the Premises Staff.
12. To oversee the work of contractors, approving works and ensuring safe working practices are followed.
13. Assisting with Security at the sport grounds as directed by the Premises Manager.

14. To ensure the security of the grounds equipment and property is secure during and at the end of the day.
15. Working with other grounds staff.
16. Liaising with the Sports staff on fixtures and pitch safety.
17. Putting floodlights and goals in position as required.
18. Ensuring the pavilion is kept clean.
19. Assisting at the Main School as directed by the Premises Manager.

Additional Duties

The school has some major events functions some at weekends; these include

1. Annual Fireworks Evening - usually Friday nearest 5 November
2. Annual Speech Day – usually first or second Saturday in July
3. Summer Fair – usually first Sunday in July
4. Open Day – usually Saturday at end of September/beg October

You will be asked to assist the Premises team on these and other days. Any other days will be discussed and agreed with the Premises Manager/Bursar.

The above list is not exhaustive but gives a general guideline.

- The post holder will need to be flexible and enthusiastic and be able to work and communicate with a wide range of people.
- The post holder will be expected to carry out any tasks as can reasonably be expected as directed by the Premises Manager and Bursar.

Terms and Conditions

The full time salary is in the range of £28,000 - £33,000 (dependent on experience) per annum.

The hours of attendance over the academic year will equate to a 40 hour week, the post holder will need to be flexible with their time as the role may be weather dependent. Main hours will be 7am – 3.30pm, this includes a 30 minute lunch break. There may be a requirement to work longer hours between mid-March and mid-October, with shorter hours between mid-October and mid-March. There may be a requirement for additional 'catch up hours' which could include weekend working to ensure grounds are kept up to the standard required. Overtime would be payable for additional hours. Hours are more flexible during the school holiday period, working Monday to Friday and hours to be agreed with the Premises Manager. Periods of time during the holidays may require assisting the premises team at the school. Times are to be agreed with the Premises Manager.

This is a full time role with 5 weeks holiday which are to be taken during normal school holiday time only. Normally a week at Autumn half term, Christmas and Easter holidays and two weeks during the Summer Break. Bank Holidays are in addition.

The school operates a contributory pension scheme after three months of employment (6% employer and 8% employee) and sick pay allowances after six months for non-academic staff.

This position involves working with children and a satisfactory enhanced disclosure will be required from the Disclosure and Barring Service.