



RGS
WORCESTER

Assistant Head Grounds Person

RGS Worcester Family of Schools

Responsible to:	Operations Manager
Responsible for:	N/A
Location:	Across the RGS Family of Schools
Member of:	Operations Team

General Purpose:

The Assistant Head Grounds Person is responsible for supporting the Head Groundsman in maintaining the grounds of the RGS Family of School to an exceptional standard whilst ensuring all sports facilities are always ready for use.

Working Conditions

Remuneration	£20-£25,000 dependant on experience
Hours	40 hours per week
Holidays	25 plus bank holidays
Probation period	6 months, which can be extended if deemed necessary
Other Benefits	Competitive pension scheme; school lunches during term time; fee discount; Death In Service, Private Medical Insurance (Option), Cycle to Work Scheme, EAP

Key Tasks and Responsibilities

The Assistant Heads Grounds Person will:

- Assist the Head Grounds Person in the supervision and management of grounds staff;
- Continuously update personal skills of groundsmanship, horticulture and arboriculture;
- Ensure that high standards are maintained within a positive and co-operative working environment.
- Assist the Head Grounds Person to oversee external contractors or suppliers who assist with school grounds;
- Assist the Head Grounds Person in the management of health and safety within the grounds department;
- Liaise with the gardening team / managerial staff in the preparation for school events in the absence of the head grounds person;
- Maintain sports equipment and ground department machinery;
- Maintain all grounds department machinery;
- Ensure all buildings and access points are locked/unlock as required in the absence of the head grounds person;
- Maintain and prepare all school sports facilities/ grounds during the calendar year;
- Work with various types of machinery and equipment to prepare and maintain football, rugby, cricket, and artificial surfaces, including line marking, initial setting out, goal post erection, dismantling, storage and maintenance
- Assist with the maintenance of trees, hedges and paths, including leaf collection;
- Ensure paths and parking areas are fit and safe for use, including salting, gritting and clearing as required;
- To undertake any other reasonable duties as directed by the Head Grounds Person or Estates Manager.
- Report any security issues within the school grounds;
- Implement and maintain good work relations and best team practices through necessary communication;
- Undertake training as required;
- Driving of various vehicles/tractors and trailers.

Job Specification

Competencies <i>These are the skills and abilities required to successfully perform the key tasks.</i>	Essential	Desirable
Strong Communication; both written and verbal – able to produce effective and persuasive copy to suit the audience and media	✓	
Be able to establish and maintain excellent working relationships with parents, pupils, other schools, the media, suppliers and other third parties	✓ □	
Able to develop effective relationships within the School community, with a proactive approach to delivering to time, cost and quality.	✓ □	
Excellent organisation and reporting skills	✓ □	
Flexibility – the facility to work flexibly and to encourage others to do the same. Including participation in out of hours meetings and events with relevant groups. To support at all Open Mornings as appropriate and necessary.	□	
Ability to perform some general maintenance tasks as required	✓	
Knowledge and Experience <i>The necessary level of education and qualifications and training required to perform the job.</i>		
Previous experience of working in a similar role	✓	
Education <i>The necessary level of education and qualifications and training required to perform the job.</i>		
English GCSE or equivalent	✓	
NVQ Level 2 in sports turf or equivalent	✓ □	
Pa 1-2 and 6 in pesticide spraying	✓ □	
Behaviours <i>The necessary demonstratable behaviours required in order to fulfil this role</i>		
Solution Focused, can do Attitude	✓	
Clear Communicator	✓	

The above job description and specification is not exhaustive. The post holder should be willing to partake in all activities that positively contribute to the life of the school.