

Job Description for Assistant Groundsperson

Role Specification

Post: Assistant Groundsperson

Line Manager: Head Groundsperson

Anticipated start date: June 2021

Outline of Department

The grounds department is a team of four, the Head Groundsperson, Deputy Groundsperson and two Assistant Groundpersons (including this role). The department maintains all sports pitches at the Failand Sports Grounds to ensure that they are in the best condition for the busy sports programme. There are around fifty acres of grass pitches, two floodlit Astroturf hockey pitches, a 3G artificial pitch, six netball and sixteen tennis courts, athletic areas and woodland used for forest school activities.

Purpose of the job

To work as part of the Grounds team and undertake the daily work activities as allocated by the Head Groundsperson to ensure that the Grounds are kept in the best condition and are prepared and ready for use in line with the School's sport and fixtures programme.

Duties and Responsibilities

Daily allocation of specific tasks and duties will depend on the weather, the season and the Schools' games and fixtures programme.

- Grass cutting using the tractor drawn gangmowers and hand tools as required
- Pitch lining
- Application of fertilisers, dressings and other treatments
- Erection and taking down of goal posts, corner flags, erect nets and similar equipment
- Painting of goal posts and similar equipment
- Cleaning of grounds equipment
- Reporting to the Head Groundsperson about any games or grounds equipment which needs repairing
- On a rota basis maintain the cleanliness and tidiness of the maintenance facility and the kit store in the pavilion
- Refuelling the tractors
- Reporting to the Head Groundsperson of any damage to grounds equipment or the buildings at Failand
- Security of the grounds, equipment and buildings
- Take on any other task or activity as reasonably requested by management
- Conform to the School's Code of Conduct
- Adhere to the School's safeguarding procedures

Health and safety instructions and regulations must be observed and adhered to, in particular:

- Adhere to all departmental and School-wide health & safety risk assessments, safe systems of work and safe work practices
- Wear appropriate protective equipment when dealing with or handling chemicals
- Wear ear defenders when driving tractors or operating moving machinery
- Wear safety shoes/boots at all times
- Observe speed limits when driving tractors and other vehicles in the grounds

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

Key

- L Assessed through application form, references, letter of application
I Assessed at interview

There are certain **essential criteria** that we would expect a candidate to possess.

An ability to demonstrate an aptitude in 'hands on' practical grounds maintenance skills	L	I
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The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

Previous experience within a comparable role	L	I
A self-starter who is motivated and shows initiative	L	I
A sense of humour and an optimistic, resilient style when faced with pressure		I
The ability to develop good working relationships with all members of the School community	L	
A well organised and resourceful approach to their work and have the ability to meet deadlines	L	I
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L	
An enthusiastic and approachable nature		I
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with any challenging behaviour • Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people 	L	I

Hours and Benefits

Working Hours	This is a full-time post, Monday to Friday, 8.00am to 5.00pm (40 hours per week with a one hour unpaid lunch break). Some evening and weekend work will be required from time to time with time off in lieu to compensate.
Salary	The salary will be determined by the BGS Technical and Clerical scale and will be dependent on relevant experience and technical expertise.
Pension	The School will automatically enrol support staff in to a “Defined Contribution” pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.
Holidays	Paid holiday entitlement is 20 working days per annum, in addition to Bank Holidays. Increasing to 22 working days per annum after 2 years’ service and then increasing by one working day per additional years’ service until it reaches a maximum of 25 working days. Holidays are not normally taken during term time.
Lunch	School lunch is provided during term time.
Education	At present the School’s policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
Car Parking	Parking is available at the Failand Sports ground.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Application details

To apply please visit our website and click on the ‘Apply now button’

The closing date for applications is 18 April 2021.

Interviews will be planned for shortly afterwards and will take place at the Failand Sports Ground.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared when applying. The applicant may post such a declaration in an envelope marked ‘Private & confidential for the Headmaster’ which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.