



Groundsperson

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:

The Groundsperson:

- Is responsible for maintaining the highest standards of upkeep, appearance and security of the Sports Field, whilst ensuring full compliance with health and safety regulations. This varied and rewarding role involves working primarily outdoors in all weather conditions.
- Collaborates closely with the Director of Sport and Heads of Sport (particularly rugby and cricket) to prioritise the availability and quality of the Sports Field for fixtures and training. This includes regular use by pupils during preseason, holidays (as agreed), and Saturday term times. The provision of high-quality sporting facilities is essential for the school community.
- Is responsible for ensuring the highest standards of maintenance, upkeep and appearance of the landscaped areas of the main school site.
- Supports the ethos and wellbeing of the School, as guided by the Headmaster, by promoting neatness, cleanliness, orderliness, and overall presentation. The Groundsperson plays a key role in ensuring the School's environment is welcoming and attractive to current and prospective parents, staff, and pupils, and is expected to respond promptly to directions from the Head Groundsperson, Director of Sport, and other staff requests.
- Works with the Apprentice Groundsperson, Parking Assistant, Gate Person and Cleaner.

The School:

St Benedict's School is a leading independent co-educational day school. There is a Junior and Senior School (with membership of the IAPS and HMC respectively) with approximately 1,100 pupils aged from 3 to 18 years old. There are approximately 300 members of staff.

The School occupies self-contained premises in a pleasant and leafy suburb of Ealing and benefits from excellent facilities attracting pupils from an extensive area. The Sports Field is located in Perivale about two miles from the main site.



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	<p>The Sports Field is approximately 14 acres in size and has four rugby pitches, two cricket pitches, a full size artificial hockey pitch, cricket nets and a hard courts area for netball and tennis. There is floodlighting to the hockey pitch and the main rugby pitch. Also, a Pavilion with 10 changing rooms, a tea room and a separate building which houses a large Grounds Store and Games Store. The River Brent runs beside the field therefore the site is part of the designated flood plain.</p>
Reporting: to:	Head Groundsperson
Main Duties and Responsibilities:	<ol style="list-style-type: none">1. Undertake routine preparation and maintenance work on a range of sports facilities and surfaces as detailed on work schedules and as directed.2. Undertake all preparatory and cultivation work to maintain safe quality playing surfaces.3. Set up all sports pitches and surrounding areas. Undertake minor construction and landscaping work under guidance. Follow procedures.4. Drive vehicles and equipment as required for grounds maintenance operations.5. Ensure vehicles and equipment used by the Groundsperson and the team are regularly maintained in accordance with routine operating requirements.6. Monitor the use of consumable items and spares and make arrangements for their replacement.7. Ensure the safe use, storage and disposal of pesticides and other similar substances.8. Promote Health and Safety of the team and lead by example.9. Respond to emergencies.10. Ensure other staff are adequately briefed on their duties, able to execute them in the correct manner and to complete the assigned workload.11. Establish and maintain effective working relationships with managers, colleagues and end users.12. Make recommendations to the Head Groundsperson regarding improved work systems, labour and machinery utilisation.13. Maintain good communications with customers and end users.14. Facilitate training sessions, games lessons and fixtures ensuring the appropriate training areas and pitch use is available.15. Use and operate equipment including irrigation systems and the monitoring of the drainage system.16. As directed, supervise sporting programmes e.g. site access, security and supervision, timetables for surfaces, changing room allocations and car park control.17. Ensure that animals are not brought onto site except assistance dogs.18. Set up, prepare, facilitate and set back for various events including the Junior School sports days, Senior School sports day at Perivale Athletics Track, fireworks display etc.19. Support non-sport and lettings use of facilities.



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	<ol style="list-style-type: none">20. Work with teaching and estates staff to make sure all aspects of the Sports Field use runs smoothly as planned, including lettings use.21. Operate alarms and CCTV systems, be the first key holder and attend activations if required.22. Collect and store lost property and make sure it is regularly returned to the main school site.23. Recognise and embrace the importance of ensuring that School sports fixtures are fulfilled whenever is reasonable for them to be played and to recommend 'no play' decisions to the Director of Sport when this proves necessary. The Director of Sport is to make the final decision on pitch use.24. Wear allocated clothing when the facility is in use.25. Carry out purchasing and record keeping as required.26. Plan for and clear up following flooding from the River Brent. Keep records of flooding, rain fall and weather conditions.27. Liaise with various outside authorities – emergency services, Brent Valley Conservation area, National Rivers Authority, Environmental Agency etc.28. Carry out other duties as reasonably required or requested.
Safeguarding responsibilities:	Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
Hours of work:	<ul style="list-style-type: none">• 40 working hours per week, Monday to Friday and fortnightly on Saturdays during term time. There is a rota in place with the other ground staff to cover the operating hours, preparation for School games sessions, sporting fixtures and other events. You may have to work such additional hours as reasonably required by the School, eg to support the cricket season during the Summer Term.• Attend other school events, e.g. Sports Events, Firework Display etc.• Holiday entitlement is 35 days which is to be taken during school holidays.

You may also be required to undertake such other comparable duties as the Head requires from time to time.



Person Specification			
	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> A valid full driving licence. 	<ul style="list-style-type: none"> Minimum Level 2+ qualification in a relevant field of study – this could be an NVQ, SVQ, or Work Placed Diploma / or full time Level 2 qualification or another qualification such as the Level 2 GMA Technical Certificate in Turf Surface Maintenance 	<p><i>Production of the applicant's certificates.</i></p> <p><i>Discussion at interview.</i></p> <p><i>Independent verification of qualifications.</i></p>
Experience:	<ul style="list-style-type: none"> Experience of working in a sports ground setting and providing a high standard of sports surfaces for playability and visually for a minimum of 3 years. A proven track record of maintaining and caring for multiple high-quality cricket squares and pitches for all age groups. Experience of operating and looking after sports ground machinery, equipment, and systems 		<p><i>Contents of the application form.</i></p> <p><i>Interview.</i></p> <p><i>Professional references.</i></p>
Skills	<ul style="list-style-type: none"> Physically fit and able to work at heights Ability to work safely and maintain the highest standards of safeguarding 		<p><i>Contents of the application form.</i></p> <p><i>Interview.</i></p> <p><i>Professional references.</i></p>



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Knowledge	<ul style="list-style-type: none">• An understanding of sports grounds throughout the seasons.• Clear understanding of relevant Health & Safety legislation		<i>Contents of the Application Form.</i> <i>Interview.</i> <i>Professional references.</i>
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none">• Hard working with an adaptable approach to work• Resilient, calm and patient with a professional manner and appearance• Organised, forward-thinking and able to meet deadlines• Ability to work independently as well as work as part of the team.• Reliable, punctual, considerate and supportive• A willingness to learn new skills and take on new tasks• Attention to detail and takes pride in their work• Ability to maintain close and harmonious relations with work colleagues at all levels• Empathy to deal sensitively with parents, children and staff• A willingness to engage in Continual Professional Development on an annual basis• Empathetic to the Catholic and Benedictine ethos of the school		<i>Contents of the Application Form</i> <i>Interview</i> <i>Professional references</i>