



## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Grounds Manager</b>
<b>DEPARTMENT/SECTION</b>	<b>Estates Department</b>
<b>LINE MANAGER</b>	<b>Estates Manager</b>
<p><b>SAFEGUARDING:</b> <i>Forest School is committed to safeguarding and promoting the welfare of children.</i></p> <p>The postholder will be required to;</p> <ul style="list-style-type: none"><li>• Complete an Enhanced Disclosure and Barring Check (DBS).</li><li>• Complete Child Protection Training.</li><li>• Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.</li></ul>	
<p><b>JOB SUMMARY:</b> Games and a full sporting curriculum form an integral part of school life at Forest. The playing fields and sports facilities, over two sites, cater to multiple sporting activities throughout the year.</p> <p>We are looking for a committed, experienced, and passionate full-time Grounds Manager with excellent knowledge of machinery and sports pitch maintenance. This role will play a crucial part in ensuring that the quality of our grounds and school pitches are at the highest standard. This is a full-time role which will involve working on a Saturday.</p>	
<p><b>KEY DUTIES AND RESPONSIBILITIES</b> Include but are not limited to:</p> <ul style="list-style-type: none"><li>• Oversee the care and maintenance of all the sports pitches including liaising with Director of Sport to ensure that the surfaces are available to meet the requirements of the fixtures programme. These include all-weather tennis and sports pitches.</li><li>• Management of all staff employed in the Grounds Department. This includes effective allocation of tasks and training to staff and annual appraisals and recruitment to the team.</li><li>• Accountable for the preparation and maintenance of cricket squares throughout the season.</li></ul>	

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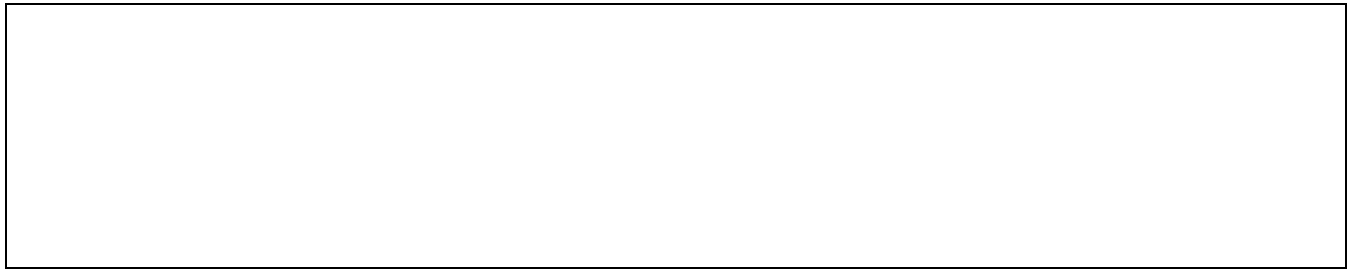
- Oversee the maintenance and management of all pitches using mowers and machinery (tractor mounted and pedestrian) – regular mowing, scarification, aeration, and fertilisation.
- Ensure that all materials and equipment are procured effectively for the department.
- Assembly, maintenance, dismantling and storage of all sports equipment, including goals and nets as requested by staff.
- Ensure the sports facilities let out during school holidays are set up accordingly.
- Tendering and management of any additional contractors undertaking grounds services.
- Maintaining and repairing all ground's machinery, including regular cleaning to ensure and maintain their good working order.
- Welcoming and directing schools visiting Forest to play fixtures across the site (including weekends).
- Management of pitch allocation for games & activities in conjunction with the Director of Sport.
- To ensure a safe working environment in the adhering to safe working practices.
- To work to the HSE approved codes of practice and adhere to COSHH assessments. Whilst assessing/ creating and implementing risk assessments.
- To ensure that all grounds plant and machinery are maintained to the manufacturer's specified standard and that manufacturer's servicing.
- Undertaking any training deemed necessary to carry out your duties in a safe and effective manner.
- To conduct relevant Health & Safety Risk Assessments required for the site and works undertaken at Forest School, ensuring accurate and up to date records are maintained working closely with the Estates Managers and Health and Safety & Compliance Director to create a safe working environment and achieve compliance.
- To possess a thorough understanding of Health & Safety legislation relating to relevant machinery, activities, chemicals and dangerous substances in use and implement the required CoSHH controls and storage arrangements. Promote safe working practices within the grounds team. Additional training and professional support available.
- To oversee the security arrangements for The Park.
- To prepare, implement and monitor weekly, monthly and annual maintenance programmes in line with evolving development plans to ensure the highest standards of playing surface presentation.
- Actively check the pavilion, other buildings and services within day-to-day usage and work closely with the Estates Managers on any maintenance repairs or checks needed outside the remit of the grounds team.
- To facilitate and supervise contract staff and contractors on site conducting grounds-related works at Forest School, ensuring the schools contractor vetting procedures and contractor management system is adhered to.
- Any other reasonable tasks as required by the Bursar or Estates Manager.

#### **TERMS OF EMPLOYMENT:**

- Hours of work: 08:00 -17:00
- Working days are based on a rolling rota, which includes weekday and/or weekend shifts as scheduled. Specific days will vary according to the rota.
- Holidays: 30 days annual leave which must be taking during Forest School Holidays.

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## **FOREST SCHOOL'S POLICY AND PROCEDURE**

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Line Manager.