

KING EDWARD VI SCHOOL SOUTHAMPTON

JOB DESCRIPTION

WELLINGTON SPORTS - GROUNDSPERSON

1. RELATIONSHIPS:

- (a) **Line Manager** The post holder is responsible to the Wellington Sports Ground Head Groundsperson.
- (b) **Head of Department** The post holder, as a member of the Facilities Team, is responsible to the **Head of Operations** and will work with the team leader and team members to maintain the facilities of the School to a high standard.

2. PURPOSE:

- (a) To assist the Wellington Sports Ground Head Groundsperson in implementing the School's sport and recreation programme. To contribute to the provision of a high standard of environmental conditions and building presentation with respect to School sports facilities. To assist the users of the sports facilities to gain full benefit and enjoyment from their use of the facilities. To ensure participants' safety and proper behaviour.
- (b) To ensure collectively, efficient and effective facilities support is provided to deliver the School aims in a manner consistent with its ethos.

3. DUTIES:

- (a) To assist the Wellington Sports Grounds Head Groundsperson with the supervision of the use of the outdoor sports facilities. To patrol the School sports grounds regularly in order to ensure the safety of users and staff and the security of the School property.
- (b) To comply with all relevant Health and Safety Legislation and to assist with first aid as required.
- (c) To give advice, directions and other assistance to facility users, checking identity where appropriate and ensuring users follow the regulations associated with the sports facility.
- (d) To ensure that the changing rooms and recreation areas are in a clean condition for hirers and when necessary replenish WC's consumables. To maintain the cleanliness of the grounds machinery and equipment.

- (e) To set up and take down equipment as required in all outdoor sports areas, ensuring that the established procedures are carried out to protect the safety of users and staff.
- (f) To issue or hire out sports equipment, and, where appropriate, keep a record of the hirer.
- (g) To assist in any required administration procedures relevant to the post.
- (h) To open up and close down the outdoor sports facilities, with special responsibility for security of the buildings and the site.
- (i) To receive, move and transport goods, furniture and equipment. As required, to fill the vending machines.
- (j) To request training on any piece of equipment you are required to use.
- (k) To ensure that grounds and equipment are maintained to the highest standard possible and are always available for use, reporting any defects immediately to the Head Groundsperson.
- (l) To ensure that chemicals and equipment are stored and used in accordance with Health & Safety regulations.
- (m) To, as required, drive a minibus on School business.
- (n) To, if required, work at any of the School sites e.g. Stroud School, Hill Lane.
- (o) To, on occasion, assist with cleaning duties required to maintain necessary standards at the pavilion.
- (p) Such other duties within the overall level of responsibility of the post, and which are appropriate to the grade as may be, from time to time, reasonably requested by the Head of Physical Education, or any senior member of staff.

4. NOTES

- (a) This job description will be reviewed at least once a year and may be subject to modification after consultation with the post holder.