

Groundsperson (Permanent, Full-Time, Full-Year Contract) Grounds Department

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1460 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

We are seeking to appoint a full-time Groundsperson to join our award-winning Grounds Team maintaining a variety of outdoor sports facilities. The Grounds department consists of 12 staff over two sites, less than 1 mile apart, who maintain cricket, and rugby and football surfaces to the highest possible standard.

The applicant will ideally have a minimum of 3 years' sportsturf experience, possess some experience of operating machinery and will ideally hold a driving licence. Extensive training opportunities will be provided for the right candidate. This position suits a highly motivated and ambitious candidate.

OUTLINE OF POST:

Under the general direction of the Head Groundsman, the day-to-day preparation, maintenance and upkeep of grounds and sports pitches to the highest possible standards.

MAIN DUTIES AND RESPONSIBILITIES:

- Undertaking the routine grounds preparation, maintenance and upkeep of all playing surfaces, both grass and artificial, as directed by the Head Groundsman
- Involved in the preparation, to first class county standard, of North Field cricket pitch and grass cricket nets.
- Creating, marking out and setting up playing surfaces.
- Maintaining lawns and landscape areas.
- Assisting with the maintenance of livestock.
- Maintaining an awareness of the Health and Safety Regulations in your areas of responsibility.
- Carrying out safe working practices at all times.
- Operating all machinery, equipment and vehicles in accordance with the manufacturers' instructions and Health and Safety regulations.
- Informing the Head Groundsman of any breakdowns or defects to equipment or machinery.

- Maintaining the cleanliness of the School grounds and work areas.
- Supporting the efficient use of resources.
- Assisting on occasions with traffic management, the control of car parking and the smooth running of major events.
- Assisting with the movement of equipment and materials, their installation around the School, and carrying out any tasks deemed necessary to the smooth running of the School.
- Carrying out such other similar and related duties as may be required by the Headmaster, Second Master, Director of Operations and Finance or Estates Manager.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION:

General:

- Be reliable, enthusiastic and able to work unsupervised.
- Be good humoured and desiring to achieve the highest standards.
- Be flexible and willing to work overtime when required.
- Work individually or as part of a team.
- Have an understanding of the relevant Health and Safety legislation.
- Have experience of 3 or more years of working in the Sports Ground Industry.

Qualifications/Requirements:

- Ideally hold an NVQ/SVQ Level 2 or 3 in Sports Turf Maintenance, IOG National Intermediate Diploma or other relevant equivalent qualification.
- Proven track record in sports ground maintenance, in particular of cricket wickets to a high standard.
- Driving Licence desirable.

FURTHER INFORMATION

All of our staff benefit from a competitive remuneration package, including:

- 25 days' holiday to be taken during school closure periods or as agreed in advance with your line manager
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Discounted school fees for permanent staff working at, or for, the Foundation Schools
- Discounted off-peak membership at our onsite gym, Nuffield Health
- Membership of the Simply Health Cash Plan Scheme, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24 hour advice line for all staff
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Season ticket loan
- Onsite parking
- Lunch is available onsite during term time

CONDITIONS OF SERVICE

This position is offered as a permanent, full-time, full-year contract from November 2018.

The Groundsperson will work 5 days per week. The hours are 8.00am to 4.30pm (40 hours per week) with a 30-minute unpaid lunch break. There will be an occasional requirement for flexibility with start and finishing times to meet the needs of the department or for school events throughout the year. Any changes will be mutually agreed in advance with your line manager.

The salary range for this post will be Point 16-18 on the Whitgift Foundation Support Staff Pay Scale, dependant on qualifications and relevant experience. This is currently £23,644-24,643.00 per annum. Salaries are reviewed annually on 1 September.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at SchoolHR@whitgift.co.uk.

Applications will be reviewed daily and we invite interested candidates to apply as soon as possible.

Closing date is midnight on Thursday 15 November.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo safeguarding and child protection screening including checks with past employers and the Disclosure & Barring Service.

October 2018