



## JOB DESCRIPTION

### Grounds Manager – St Paul's School

**Department**                      Grounds

**Line Manager**                      Estates Manager

#### **Role**

The Grounds Manager will have overall responsibility for the creation and maintenance of the highest standards of playing surfaces and related sports facilities at St Paul's School. Alongside this the Grounds Manager will maintain the whole estate to a consistently high standard. The position will combine extensive 'hands on' leadership of a strong and experienced team across grounds and gardens with administrative responsibilities and health and safety and grounds management technical knowledge. There will also be some limited 'off site' gardening at some of the school's tied properties.

The Grounds Manager will be a key member in the planning of any future grounds renovations.

#### **Main duties and responsibilities**

To proactively create and maintain the highest standards of playing surfaces and sports facilities for St Paul's School, working closely with Directors of Sport for both St Paul's School and St Paul's Juniors and the respective Heads of Rugby, Football and Cricket. This position will be responsible for the day-to-day operation of the sports ground and facilities to meet the school's requirements as well as some off-site gardening maintenance.

These duties include:

- Maintain and manage all grounds activities to consistently achieve appropriately high standards to satisfy all stakeholders.
- Ensure the efficient maintenance and availability of all physical resources; playing surface or landscape. Oversee any grounds related construction activities.
- Liaise with Estates Manager on any property issues relating to the grounds.
- Manage and maintain all equipment and materials (machinery is of particular importance).
- Recommend and guide all stakeholders on the best use of grounds facilities.
- Advise stakeholders on making 'play and no play' decisions.
- Determine user needs and actively promote the school's services and facilities.
- Seek to improve and innovate more efficient ways of working and using the facilities.
- Prepare, gain approval, manage and monitor a grounds management budget.



- Procure consumables, equipment and services in a cost-effective manner, ensuring best value is achieved at all times.
- Coordinate the storage and control of all consumable materials, equipment and services in a cost-effective manner. Ensure the availability of supplies.
- Maintain a management information and reporting system related to equipment, materials and human resources.
- Maintain awareness of industry developments and propose how these will impact the schools.
- Maintain a thorough knowledge of all relevant national and local current legislation, e.g. health and safety, first aid, COSHH, environment management and employment to ensure compliance. Ensure that the grounds team work in a safe, compliant and secure environment using appropriate PPE where needed.
- Conduct regular risk assessment programmes and review.
- Recruit, train, and develop all grounds and gardens staff, encourage and provide CPD opportunities within the department.
- Communicate and motivate staff to achieve work schedules and objectives, supervise contract staff.
- Conduct annual performance appraisals and mid-term reviews on employees and encourage continuing professional development.
- Consider the welfare of the grounds team, hold regular team meetings and attend wider support staff meetings to ensure the team is kept abreast of developments within the department and the wider school community.
- Monitor the cleanliness of the pavilions and equipment stores.
- Hold responsibility for all external fences and signage.
- Maintaining pathways and other 'unbounded' areas.
- Management and upkeep of Conservation Areas on site
- Control of animals (pets and pests) and the general public access to the grounds in liaison with the Security Department.
- Develop the most efficient and effective methods of grounds waste disposal including composting.
- Consider and implement environmentally friendly and organic processes and systems and consider sustainable approaches to grounds management
- Liaise with the school to provide sports grounds/facilities in the school holidays.
- Occasionally visit the grounds of other schools with high quality sports grounds.
- Snow/ice clearance of pathways and roads as required during the winter.
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.



## Significant Internal contacts

- Director of Operations
- Estates Manager
- Operations Administrator
- Directors of Sport for Senior and Junior schools
- Members of the grounds and gardens departments

## Essential skills and qualifications

- National/Scottish Vocational Qualification Level 4 Amenity Horticulture and Sports
- Turf Management or GMA National Diploma in Turf culture or BTEC/HND/HNC in Turf Science and Sports Ground Management.
- A continued interest in new advances in the field of grounds and gardens
- Minimum of 5 years related experience.
- A detailed understanding of the relevant Health & Safety Regulations and employment legislation.
- Willing to advise on and take part in regular formal training in manual handling, working at height and risk assessment and other training courses which might benefit the good running of the department.
- Fundamental budget planning and control skills.
- Excellent interpersonal skills
- A valid driving licence is required.
- Ability to work across operational spectrum to establish excellent working relationships.
- Flexible approach to working methods and ability to work to deadlines as required by the school
- Chainsaw, small tree felling or similar recognised qualification
- PA6A Safe Use of Hand-Held Applicators and or PA1 Safe Use of Pesticides
- NPTC Tractor Driving qualification

## Hours of work

7am to 3.15pm Monday to Friday with a 45-minute unpaid lunch break. Occasional Saturday or out of hours cover will be required when allocated grounds staff are sick, on annual leave or school events require Grounds Manager presence. Time off in lieu or paid overtime will be agreed and recorded with the Estates Manager

## Holidays

25 days per annum plus 8 Bank Holidays. Annual leave should usually be taken during School holidays (term dates can be found here: <http://www.stpaulsschool.org.uk/info/term-dates>)

*NB: The School is normally closed for a 1-2 week period over Christmas, during which staff are not normally expected to attend work. This is non-contractual and does not affect annual leave entitlement.*

# St Paul's School Vacancies

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## **Salary**

Competitive

## **Benefits**

- After one years' service, part remission of fees at St Paul's School / St Paul's Juniors for children of employees (subject to competitive entry procedures). Please note that remission of school fees is not a contractual entitlement. The Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- Free daily hot lunches provided in the school dining hall, including vegetarian options. Coffee, tea and supplies for hot drinks supplied throughout the day.
- Free parking on site.
- St Paul's employee bicycle scheme, whereby a bicycle suitable for commuting will be supplied, or the cost of purchase reimbursed, by the school to the value of £500.
- Use of sports facilities, including swimming pool and gym, and use of staff changing rooms.
- Stakeholder Pension Scheme.
- Death in Service benefit.
- Employee Assistance Programme, an independent, free and confidential advice service that can offer both practical advice and emotional support.
- Policy for funding external professional development, and reimbursement of relevant professional membership fees.
- After 5 years of employment, annual leave entitlement increases by 5 working days (or pro rata equivalent). This increases by a further 5 days (or equivalent) after 10 years of employment.

**MAY 2023**