



**TERRINGTON HALL**  
PREP SCHOOL

## Job Description: Groundskeeper.

<b>Department:</b>	Bursary Officer
<b>Hours:</b>	Full time (40 hours per week), annually. Monday–Friday; occasional evenings and weekends required.
<b>Salary:</b>	Dependant on experience
<b>Report to:</b>	The Site Manager
<b><u>Job Purpose:</u></b>	To ensure the highest standard in the care, presentation, and development of all grounds and garden areas at Terrington Hall School. The role supports the effective delivery of the school curriculum and events through the provision of safe, attractive, and functional outdoor spaces.
<b><u>Key Responsibility</u></b> <b><u>/Accountability</u></b>	<b>Grounds and Gardens Management</b> <ul style="list-style-type: none"><li>• Maintain the school's outdoor areas to a consistently high standard, ensuring grounds are suitable and prepared for school and external events.</li><li>• Ensure that the bins in the playground, pavilion and astro areas are emptied on a regular basis.</li><li>• Plan and implement the annual grounds and garden maintenance schedule, ensuring seasonal appropriateness and alignment with the school calendar.</li><li>• Lead routine gardening and grounds maintenance tasks including lawn care, hedge trimming, weeding, pruning, and planting.</li><li>• Oversee the marking, preparation, and maintenance of sports pitches and playing surfaces.</li><li>• Carry out regular maintenance of the astro sports pitch, including brushing, applying court care products, and replenishing sand as needed. Ensure the cricket</li></ul>

practice nets, astro surfaces, and hard courts are kept clean, well-maintained, and free from moss and debris.

- Keep gutters and gully's clear of leaves.
- Ensure excellent standards of garden presentation throughout the year; proactively review and adjust work schedules as needed.

#### **Health & Safety and Compliance**

- Conduct and maintain up-to-date Risk Assessments and method statements.
- Apply strict adherence to health and safety legislation in all tasks and oversee safe use of chemicals, tools, and machinery.
- Maintain secure storage for equipment and chemicals, keeping records in compliance with regulations.

#### **Specialist Operations**

- Operate, maintain, and ensure safe use of all grounds maintenance machinery and vehicles.
- Apply fertilisers and pesticides in accordance with current certifications and legislation.
- Control pests and vermin across the estate as necessary.
- Manage the upkeep of boundary fences, hedges, grass verges, roadways, and associated infrastructure.

#### **Swimming Pool Management**

- Assist with the maintenance and safety of the school swimming pool, ensuring water quality is regularly tested and meets current health and safety standards.
- Help to maintain logs of water testing, chemical use, and equipment servicing (pumps, filters, heating).
- Ensure pool area is safe, clean, and compliant with relevant regulations (e.g. COSHH, HSG 179).
- Support the Site Manager to liaise with Swimming Teacher, Head of Sport, and external providers for servicing and emergency repairs.
- Ensure correct storage and handling of pool chemicals, with appropriate PPE and ventilation

#### **Tree Management**

- Oversee the school's annual tree survey, working with external consultants and staff as necessary.
- Manage associated works including planting, pruning, or felling, ensuring compliance with tree risk assessments.

#### **Vehicle and Plant Management**

- Oversee the care, maintenance, and compliance of the school's minibus fleet and all grounds-related plant and machinery.

	<p><b>Events and Lettings</b></p> <ul style="list-style-type: none"> <li>• Act as point of contact for grounds-related aspects of school lettings and external events.</li> <li>• Prepare outdoor spaces for key school calendar days and support smooth event delivery.</li> <li>• Help with setting up of the sports hall and front lawn for events, putting up and taking down the stage and gazebo's, moving tables and chairs, piano, stage equipment and props.</li> </ul> <p><b>Winter Management</b></p> <ul style="list-style-type: none"> <li>• Lead on the implementation of the school's 'Snow Plan', including gritting and snow clearance of access roads and paths.</li> </ul> <p><b>Teamwork and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Liaise with school staff, particularly sports teachers, to coordinate pitch use and availability.</li> <li>• Communicate effectively and professionally with stakeholders, including external contractors and lettings clients.</li> <li>• Support other departments as required to contribute to the effective running of the school.</li> </ul>
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<b><u>Additional Elements:</u></b>	<p><b>Training and Development</b></p> <ul style="list-style-type: none"> <li>• Actively participate in training and professional development relevant to the role.</li> <li>• Maintain up-to-date knowledge in groundskeeping, equipment operation, and health &amp; safety standards.</li> </ul> <p><b>Administrative and Reporting Duties</b></p> <ul style="list-style-type: none"> <li>• Manage grounds-related budgets, ensuring best value and compliance with financial procedures.</li> <li>• Complete and maintain accurate records for compliance, maintenance logs, and chemical use.</li> </ul> <p><b>Customer Care and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Work closely with the Site Manager, Bursar, and Headmaster to ensure delivery of a high-quality service.</li> <li>• Provide a welcoming and solution-oriented approach to staff, parents, visitors, and external users.</li> </ul> <p><b>Data Protection</b></p> <ul style="list-style-type: none"> <li>• Comply with school policies regarding GDPR, information security, and confidentiality.</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Fulfil all health and safety responsibilities as outlined in school policies.</li> </ul>
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	<ul style="list-style-type: none"> <li>Proactively report hazards and equipment faults and participate in Health &amp; Safety meetings as required.</li> </ul> <p><b>Equality and Diversity</b></p> <ul style="list-style-type: none"> <li>Work in accordance with the school's Equality Policy to ensure services are inclusive and fair.</li> </ul> <p><b>Child Protection and Safeguarding</b></p> <p>Safeguarding children is everyone's responsibility. All staff are expected to always act in the best interest of the child and to comply with the School's Safeguarding and Child Protection Policy and procedures. Any concerns regarding a child's welfare must be reported immediately to the DSL or the Headteacher.</p> <p>Terrington Hall School is committed to the highest standards of child protection and expects all staff and volunteers to share this commitment. This post is subject to enhanced DBS clearance and suitable references.</p> <p><b>Flexibility Statement</b></p> <p>Terrington Hall School values flexibility and adaptability. This job description is not exhaustive and may be reviewed or amended, in consultation with the postholder, to meet the evolving needs of the school.</p>
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<b><u>Person Specification</u></b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Full UK Driving Licence</li> <li>PA1/PA6 Certificates for the safe use of pesticides</li> <li>Experience in managing sports grounds, cricket squares, artificial playing surfaces and gardens</li> <li>Experience using and maintaining grounds machinery and equipment (e.g. ride-on mowers, trimmers, tractors, verti-drain and tractor mounted sprayer)</li> <li>Proven ability in seasonal planning and landscaping</li> <li>Sound knowledge of sports turf care and pitch marking</li> <li>Understanding of Health and Safety regulations, including risk assessments and COSHH</li> <li>Hard-working, reliable, and proactive attitude</li> <li>Ability to lead by example and work both independently and as part of a team</li> <li>Flexible approach to seasonal and operational demands</li> <li>Strong attention to detail and commitment to high standards of presentation</li> <li>Good communication skills with a range of stakeholders</li> <li>Ability to work outdoors in all weather conditions</li> <li>Commitment to safeguarding and child protection</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>NVQ Level 2 or higher in Horticulture, Sports Turf Management, or similar</li> <li>Chainsaw qualifications (e.g. CS30/CS31)</li> <li>First Aid at Work certificate</li> <li>Experience working in a school or with children</li> </ul>
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|  | <ul style="list-style-type: none"><li>• Experience managing staff or contractors</li><li>• Knowledge of wildlife and ecological considerations</li><li>• Familiarity with irrigation and drainage systems</li><li>• Experience with tree management and annual tree surveys</li><li>• Willingness to undertake further training</li><li>• Keen interest in school life and engagement with the wider school community</li><li>• Resides within reasonable commuting distance of the school</li></ul> |
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