



Hazelwood School

GROUNDSPERSON

JOB DESCRIPTION AND PERSON SPECIFICATION

For the purposes of this document the use of the word “he” is taken also to mean “she”

Hours of Work The routine hours of work are from 08.00 to 17.00, Monday to Friday inclusive. There will be occasions when weekend or after-hours caretaking or other work is required, for which overtime payment will be authorised. During School holiday periods hour of work are 08.30 to 16.30.

Salary Between £20,000 and £25,000 depending on experience

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Please be aware that all shortlisted candidates will be subject to an on-line search to help establish suitability.

General

1. Hazelwood School is based across two sites: the main school is a 26-acre site and sits atop a hill commanding fine views of the Kent Weald towards the Ashdown Forest. The Nursery site is in the centre of Oxted and is home to over 150 children under the age of 4 years old.

Whilst the Groundsperson will be based predominantly on the main school site, he/she will be required, from time to time, to work across the entire school estate.

The school estate has extensive sports pitches both grass and artificial, hard surface courts, lawns, shrubs, hard and soft landscaping (formal and informal), hedging and woodland. In recent years the school has added a new teaching facility (The Baily Building), new hard courts and a treehouse to the estate. An AstroTurf pitch is currently being developed and is due to open October 2022.

2. The Groundsperson will report day to day to the Head Groundsman and will be part of the school's Estates Team. He/she will also have an indirect report to the school's Estates Manager and Head of Operations. The Estates Team is further made up of a Facilities Manager, Maintenance Manager, Head Groundsman, Estates Assistant, and a Gardener.

3. The Estates and Grounds Team work hard to keep the schools Estates, grounds and sports facilities looking at their best and ensuring that they are safe for the children to work and play within. There is an extensive range of machinery to assist in the efficient upkeep of these areas.

Job Description

The general responsibilities of the Groundsperson are:

To assist the Head Groundsman, in the general maintenance and tidiness of all aspects of the estate including:

- Care, health and appearance of all lawned and grass areas including leaf clearance
- Tidiness, health and pruning of all trees and shrubs, calling on external professional help if required (eg tree surgery)
- Cleanliness and safety of all paths particularly in inclement and icy weather conditions

To work in close cooperation with the Director of Sport, as directed by the Head Groundsman, for the seasonal preparation of and marking out of the sports pitches and to ensure that the hard courts and All-weather Astroturf pitch is kept free from debris and are presented to the highest standard as well as keeping the playing surfaces safe, clean, and tidy.

To assist in the upkeep and maintenance of the grounds' plant, equipment, and tools.

To uphold all aspects of H&S within grounds maintenance including the wearing of protective clothing and working at heights and with machinery.

To keep the Grounds shed and all other estates stores tidy and secure.

In addition, the Groundsperson will, as part of the Estates Team, assist, as and when required, with general tasks around the school especially at busy times of the school calendar.

Person Specification

The profile of a successful Groundsperson is likely to demonstrate qualities of:

- Being able to be part of a team demonstrating a flexible and adaptable approach to the working environment.
- Integrity, honesty, loyalty, and reliability.
- High standards of presentation
- An eye for detail
- A desire for personal development
- Excellent time management skills
- An effective communicator

The individual should have

- Relevant qualifications and experience in grounds maintenance (not necessarily in a school environment).
- A good understanding of requirements for a range of different sports and playing surfaces
- Basic knowledge of machinery operation and set up of tractors, tractor attachments, pedestrian and ride on mowers and various other machinery and hand tools.
- Spraying certificates PA 1, 2 and 6 (desirable).
- Chainsaw Certificates (desirable).
- A clean driving licence.
- A can-do attitude.