



# CHURCHER'S COLLEGE

NURSERY • JUNIOR • SENIOR • SIXTH FORM

**DEPARTMENT:** Grounds Department

**JOB TITLE:** Grounds Person

**RESPONSIBLE TO:** Grounds Manager, with overall responsibility to the Estates Bursar

**JOB PURPOSE:**

To maintain and improve the grounds and gardens to the highest possible standards which include all sports pitches, cricket squares, games playing surfaces, all weather surfaces, formal garden areas, paths and drives. Responsible to the Grounds Manager on a day-to-day basis, and to ensure the most effective and efficient use of time and resources. The role encompasses the main College site, Penn's Place, staff housing, and the Junior School site as required.

**MAIN DUTIES:**

- To liaise on a daily basis with the Grounds Manager/Estates Bursar regarding maintenance work to be carried out.
- To maintain, manage and improve all sports pitches, grounds, all weather pitches, gardens, paths and drives.
- To monitor the condition of all the grounds and facilities across all College sites, report any defects and take appropriate action to put in good order.
- To log, update and report works relating to the Grounds, using the College computerised Maintenance Logging system.
- To ensure the maintenance of the College and Junior School grounds is maintained to the highest standards.
- To ensure all waste bins across the College site are emptied twice a week and when College events dictate.
- To empty the Kitchen rubbish cages 3 times a day, based on the rota system in place (on display in the workshop), which includes covering for staff when on holiday or sick leave.
- To clean and maintain the workshop and facility areas, based on the rota system in place (on display in the workshop).
- To pick up any litter found while working around the site, and not walk past it.
- To work out quantity of materials needed for specific projects and supplying the required information to the Grounds Manager/Estates Bursar.
- To liaise with Department Heads/Managers regarding access to areas where works are required.
- To display a friendly, flexible, helpful and courteous attitude to colleagues, students, tenants, parents and the general public.
- To complete all required forms e.g. clocking in/out cards, holiday request forms, etc.
- To be prepared to work overtime when required, subject to advanced notification.
- To attend emergency calls outside of normal working hours, if available.

- To perform all duties in a safe and proper manner and complying with the College Health and Safety policies in accordance with the Health and Safety at Work Order 1978, subsequent and other relevant legislation, and Risk Assessments to ensure safe and proper working environment for self, all College employees, outside contractors and members of the public. This includes the use/wearing of personal protective equipment.
- To attend regular team meetings, briefing sessions for staff and any whole staff meetings required.
- To attend training and supervision as deemed necessary and accept all highlighted responsibilities.
- To attend regular one to one's and annual Individual Performance Planning meetings with The Estates Bursar.
- To perform duties commensurate with the responsibilities of the role and ad hoc projects as required from time to time.
- To follow the guidance set in the 'Department and Staff Expectations' document issued.
- To promote the College and Junior School in a positive and professional manner.
- To prepare and present written and verbal reports as and when required.
- To provide cover for other members of staff during holidays, sickness or other absences and in emergencies.
- To attend work for certain College events that occur during the week and at weekends, such as Open Day, Summer Concert and other school calendar events.
- To keep buildings, sheds and workshops in a clean and tidy condition.
- To keep all Grounds equipment in a clean and maintained manner, on a daily basis.
- To ensure all Grounds equipment is serviced as per the maintenance schedule for each specific piece of equipment.
- To maintain all hand tools, hand power tools and associated equipment used by the Grounds team.
- To carry out other duties as may reasonably be required from time to time.
- To work across any of the College sites as required from time to time.

#### **PERSON SPECIFICATION:**

- Relevant professional qualification in grounds management, or equivalent experience and evidence of continuing professional development.
- Ideally have previous experience of working in a similar role within a school or college.
- Clear commitment to working as a team player at various levels.
- Working knowledge of operational risk management practices and relevant legislation.
- To be physically fit enough to carry out the duties required of the role.
- To have a full clean driving licence and be prepared to take minibus driving training.

#### **EMPLOYMENT DETAILS**

**Salary and Basis:** This is a full time role and hours will be dependent on the variable needs of the college with core hours being 40 hours per week, with 20 days paid holiday rising to by 1 day for each year of service to a maximum of 25 days plus public holidays. Some weekend working may be required. Initial starting salary would be circa £ 19,000 - £22,000

depending on experience. The role is initially for a 6 months fixed contract, which could lead to a permanent position for the right candidate.

Attendance at our Annual Open Day and other school events will be required.

**Benefits include:** Fee reduction for staff children (subject to normal pupil entrance procedures), eligibility for Hampshire Local Government Pension Scheme, free school lunches, access to school pool and fitness suite.

**In order to comply with the Children's Act, all staff appointed to positions at Churcher's College must undergo an enhanced DBS criminal records check. A copy of the school policy on DBS is available on request. Two written references will be required and any gaps in employment records will be investigated. It is also necessary for all staff to notify the Headmaster/Bursar before the appointment of any convictions or other factors which may be relevant to their employment in a school environment.**

*To apply please send a letter of application and a completed non-teaching application form (available on our website) to the Bursar at:*

*Churcher's College, Ramshill, Petersfield, Hampshire GU31 4AS or by email to [recruitment@churcherscollege.com](mailto:recruitment@churcherscollege.com)*

*If you require more information please contact Nicci Kilpatrick HR - 01730 236820 or [recruitment@churcherscollege.com](mailto:recruitment@churcherscollege.com)*

*Applications to be received by noon 30 April 2021, early applications welcome. The school reserves the right to interview suitable candidates prior to the closing date.*