

GROUNDSPERSON

JOB DESCRIPTION

Reports to: Grounds Manager

ABOUT JOHN LYON

John Lyon is Northwest London's leading co-ed, all-through 3 to 18, independent school. We are forward-thinking and dynamic in our approach, all whilst staying true to our proud heritage, ethos and culture. Our eight School Values: Ambition, Community, Creativity, Enquiry, Excellence, Heritage, Innovation and Resolve guide us in all we do and are embedded into School life.

We serve families in Harrow-on-the-Hill, around Harrow and further afield by offering a world-class School experience for pupils from aged 3 in our Little Lyons Nursery to aged 18 sitting A-Levels in our bespoke Sixth Form centre. John Lyon is a happy, warm and progressive community.

John Lyon School sits within John Lyon's Foundation, with John Lyon's Charity – who distribute around £12m in grants to children and young people in London each year – and alongside the Harrow Family of Schools, which includes Harrow School and Harrow International Schools around the world. Pupils benefit from these close links and regularly participate in pan-Harrow events such as international exchange trips, sports tours, an annual Fifth Form Conference, symposia and lessons streamed with partner schools, a creative-writing anthology and a STEAM magazine. In addition, staff often have the opportunity to collaborate with colleagues all over the world in order to develop best practice and exchange ideas and resources.

Academic work is just the beginning, and we firmly believe that the additional opportunities we provide through our extensive extra-curricular, co-curricular and Excellence programmes are equally important, playing a vital role in equipping our pupils with the skills and experiences they will need to help them succeed in life at School and beyond. Pupils find that our vibrant and inclusive co-ed classrooms create a diverse learning community in which all can thrive.

We have three unique campuses, comprising our Prep School in central Harrow, Senior School in Harrow-on-the-Hill and Sudbury Fields, our 25-acre outdoor campus for sports and activities.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



COMMUNITY



CREATIVITY



ENQUIRY

THE DEPARTMENT

The Grounds team are responsible for the planning, maintenance, preparation and usage of the different playing surfaces and work closely with the Sports Department, Estates team and the Bursar to ensure the optimum delivery of surfaces both to the school community as well as other users.

PRINCIPAL RESPONSIBILITIES

Grounds

- Support the Grounds Manager and other Grounds Persons in the smooth running and safe use of the school's playing surfaces.
- Assist the Grounds Manager in usage of the surfaces in adverse weather conditions.
- Move and set up equipment for school activities and private hires.
- Undertake routine preparation, cultivation, setup landscaping, minor construction and maintenance work on a range of sports facilities and surfaces.
- Clean machinery sheds, yard, outhouses and maintain all school buildings across various sites.
- Ensure that vehicles, machinery and equipment used are regularly, checked and maintained in accordance with routine operating requirements.
- Help to remove snow during inclement weather from surfaces to make them safer for users.
- Carry out general maintenance tasks, development work and light labouring duties as and when required.

Health and Safety

- Ensure all tasks are undertaken to a safe standard in accordance with industry regulations, risk assessments and method statements
- Promote and contribute to a strong Health and Safety culture, for self and others.
- Ensure the safe use, storage, calibration and disposal of pesticides and other hazardous substances.
- Ensure the safety and security of the premises, including work areas, offices and vehicles
- Ensure work area is kept clean and tidy, regularly check the condition of firefighting and detection equipment and immediately report any defective or discharged appliances to Grounds Manager
- Undertake weekly and monthly health and safety checks (e.g. legionella, alarm systems)
- Respond to emergencies, including liaising with the School's security function

General

- Hours will be flexible throughout the year to meet the needs of the school and to facilitate private hires and will cover a working week of Monday to Friday with weekend shift patterns
- Hours will total 40 per week with changes to the hours based on the seasons requirements
- Feedback any suggestions to Grounds Manager regarding improved work systems, labour and machinery utilisation.

- Along with the other Grounds persons, provide cover for the Grounds Manager when absent.
- Establish and maintain effective working relationships with colleagues, the wider School community and other users of the playing fields.
- Work at the Main School site as required, e.g. inclement winter weather, staff shortage, etc.
- Unsocial hours working hours will be required on occasions to meet the School's needs, such as weekends, after-school or special events.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

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PERSON SPECIFICATION

In making an appointment at John Lyon we look for the person who, during the selection process, best demonstrates their skills and abilities as follows:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & KNOWLEDGE		
• GCSEs or equivalent	X	
• City and Guilds Level 2 Certificate in Sports and Amenity Turf Maintenance or equivalent qualification		X
• Full UK driving licence	X	
• PA1 & PA6 spraying and/or Chainsaw licence		X
• IT literate		X
SKILLS & EXPERIENCE		
• Grounds and/or general labouring experience		X
• Able to assess a job, obtain materials and carry out the work to a high standard of workmanship	X	
• Capable of working with a wide range of machinery and tools (power tools and training are provided by the school)		X
• Ability to tackle heavy work, lifting and carrying out general labouring tasks, in accordance with safe H&S practices	X	
• Honest, trustworthy and reliable	X	
• Able to work outdoors in all weather conditions	X	
• Good interpersonal skills with the ability to build working relationships with users of the playing fields	X	
• Able to work unsupervised as well as part of a team	X	
• Able to work quickly and calmly whilst under pressure	X	
• High standard of personal presentation, organisation and tidiness	X	
• Enthusiastic and self-motivated	X	

The post holder's responsibility is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the school they must report any concerns to the School's Designated Safeguarding Lead.