



Job Description

Job Title:	Head Groundsperson – Supervisor
Reports to:	Facilities Manager

Job Purpose

The post holder will be responsible for fully supporting all areas of the Facilities Management department function with a main objective of ensuring all grounds areas are maintained but also to enhance the appearance and functional soundness of the School's extensive grounds (160 acres). The Head Groundsperson will be responsible for supervising the maintenance of equipment and materials, and for ensuring adequate stock levels of consumables. He/she will be methodical and able to manage and plan around multiple priorities across the site. He/she will be committed to improving standards and addressing the needs of the Grounds of the biggest collection of Grade 2 Listed Buildings in the local area. A Grounds Future Strategy will need to be developed which aligns with the ambition of this prestigious School. In addition to caring for the playing fields, the Head Groundsperson will ensure the appealing appearance of trees, shrubs, flowers, and lawns, and keep the grounds free from harmful insects and plant diseases. You are expected to be extremely hard-working, detail-oriented and organised.

Key Duties and Responsibilities

Overall supervision and hands on work to ensure the following:

- Maintaining condition and appearance of lawns, grounds and playing fields including restoring precise edging.
- Laying out and marking playing fields to the highest of standards.
- Mowing, watering, and fertilising lawns.
- Planting, trimming, mulching, and fertilising flowers, shrubs, and trees.
- Keeping grounds free from snow and ice by using appropriate equipment.
- Keeping facilities and surrounding areas free from rubbish, litter, debris, and weeds.
- Cleaning and maintaining equipment and materials.
- Following applicable safety guidelines and procedures.
- Performing other duties as required.



Key Responsibilities

1. As the ground's supervisor, ensure all GM staff are aware of their roles and responsibilities.
2. Close liaison with the Facilities Manager with regard to any ground's maintenance issues, including equipment, or unavailability of pitches in accordance with the School calendar.
3. Ensure all sports pitches are available for School matches and that any external lettings have pitches available.
4. Maintain the site grounds to a very high standard, seeking to raise standards across the estate and team.
5. In conjunction with the FM department snow and ice plan, ensure that all site access roads and pathways are clear and safe.
6. To undertake some seasonal bedding to improve the outlook of the site for staff, students, and visitors.
7. Assist maintenance staff in other maintenance tasks as required.
8. Undertake relevant training and updates as required to keep up to date with current legislation.
9. Undertake such reasonable duties as requested by your Line Manager, Principal or Senior Leadership Team.

Key Experience and Skills

Essential Experience, Skills and Qualifications

- Effective communicator – good oral & written skills.
- Appropriate grounds maintenance qualifications i.e., NPTC, Lantra or equivalent.
- Experience of undertaking general grounds maintenance activities.
- Proficient IT user

Desirable Experience/Skills

- Previous experience of working in a School environment.
- Experience of working in a customer services role.

Personal Attributes

- Keen attention to detail and requiring high standards of finish
- Ability to work to tight and ever-changing deadlines according to the business need.
- Able to use initiative and prioritise.
- An excellent team player but equally able to work alone.
- High level of integrity.
- Willingness and ability to work flexible hours as required (including, evening and weekend work).
- Excellent man manager able to get the best out of his/her team.



Health & Safety

Personal responsibility for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions. In conjunction with the Facilities Manager and Health & Safety/Compliance Officer, ensure that all grounds maintenance activities, equipment and storage are compliant with relevant health and safety standards, requirements and best practice.

Equal Opportunities

Personal responsibility for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

Safeguarding Children

Responsibility for safeguarding and promoting the welfare of children and young people.

The post holder must be aware of and comply with all School policies and procedures.