



## Chigwell School

### JOB DESCRIPTION

**Job Title:** Groundsman

**Responsible to:** The Bursar through the Head of Grounds and Director of Operations

**Hours of work:** 37.5 hours per week Monday to Friday -start and finish may vary throughout the week  
Some Saturday work will be required.

**Main purpose of the job:**

The jobholder should have the knowledge and experience to ensure that all grounds belonging to the School are maintained to the required high standard.

**Main duties and responsibilities:**

- Setting up for sports fixtures to a high level and on schedule
- To ensure that the grounds are cut in line with the agreed standard using the appropriate equipment as designated.
- Use hand-held, ride on and pedestrian powered equipment whilst following health and safety guidelines.
- Maintain a full, clean driving licence
- Marking out, spring and autumn renovation and erecting posts, nets, cricket frames and tennis posts.
- Preparation and maintenance of sports fields, soccer pitches including the 3G pitch and the all-weather pitch.
- Providing good cricket pitches and wickets for forthcoming matches.
- Preparing, repairing, and rolling wickets before and after matches.
- Lead with the upkeep of the ground, outfield, boundary fence and areas around the pavilion.
- Lead in the pre and post season preparation of the square and ground.
- Assisting with the maintenance of trees, hedges and paths, including snow clearance, leaf collection and spraying.
- To monitor and report the condition of the trees on the premises should you suspect that remedial work is required.
- To report any turf health issues to the Head Groundsman, including pests, weeds, diseases, and disorders.

- To ensure that the grounds are watered as and when required.
- Ensure that the grounds are kept free from litter and present well at all times.
- Maintain a tidy and clean working environment at all times and in line with the School's Health & Safety Policy.
- To train in the use of all grounds equipment and machinery and to ensure that they are used safely and in accordance with set guidelines.
- Responsible for reporting faults or defective equipment to the Grounds Operations Manager.
- Help with stock control reporting to the Head of Grounds if stock is low.
- Maintenance of sports equipment including soccer goals, hockey goals and tennis courts.

### **Communication and working relationships**

- Communicate effectively both with fellow employees, pupils and teaching staff to maintain and promote the school's facilities.
- Establish a good working relationship with the Sports and School Staff
- Work well as part of a team or working alone

### **Personal Development**

- To recommend and undertake training courses for attendance to pursue your career development.

### **General responsibilities:**

- Maintain a smart appearance at all times in keeping with the School's image and wear the appropriate clean uniform in line with the schools image.
- Set a good example in terms of punctuality and attendance.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in team, departmental and School meetings as required.
- Undertake and document a performance review with the line manager in accordance with the School's performance management review process.
- Be aware of and comply with policies and procedures relating to behaviour management, child protection, equal opportunities, health and safety, confidentiality and data protection reporting all concerns to an appropriate person.
- Maintain appropriate confidentiality according to the School and legal requirements.

- Contribute to the overall ethos, work and aims of the School.
- Appreciate and support the roles of others.
- To have an awareness of the day- to- day issues within the School and ensure communication systems are effective between all relevant departments within the School.
- Promote equality as an integral part of the role and treat everyone with fairness and dignity.
- Carry out any other duties as may be reasonably required appropriate to the post

Employees must be aware of the responsibility placed on them under the Health & Safety at Work Act (1974) to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, pupils and visitors.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the School.

### **Person specification**

- Well-qualified to Level 2 Groundsman qualification or equivalent
- At least two years' experience within the industry, ideally working in a similar environment with a demonstrated commitment to the highest standards of grounds maintenance, presentation and performance
- Reliable, physically fit, enthusiastic, willing to work outside in all weather conditions
- Experience of maintaining high standard cricket wickets at either club or school cricket level
- The ability to work independently, demonstrate initiative, be organised and methodical in your approach
- Excellent time keeping with the ability to prioritise your work
- Demonstrate an enthusiastic, positive 'can-do' attitude with a willingness to work cooperatively within the team, to be prepared to assist where needed and the flexibility to adapt to ever-changing needs and priorities
- Demonstrate excellent interpersonal skills, be a team player and have the ability to learn quickly and integrate into a busy Grounds team
- Demonstrate the credibility to work effectively with School staff from all disciplines and a polite demeanour with the ability to alter communication style and tone to various situations
- Calmness and efficiency, with the ability to work under pressure at times
- Commitment to the all-round ethos of the School, including its co-curricular activities and pastoral approach.
- A commitment to the Safeguarding and wellbeing of pupils