



# Highfield and Brookham School

## JOB DESCRIPTION

JOB TITLE:	Groundsperson
RESPONSIBLE TO:	Head Groundsman
DEPARTMENT:	Grounds Department
HOURS OF WORK:	7:30am to 4:30pm (40 hours per week)
SALARY:	Competitive

---

A qualified, experienced, self-motivated and well-organised person is required to join our small team of experienced grounds staff to help maintain and develop the grounds and gardens of Highfield & Brookham School, which have an estate of approximately 175 acres.

Details of the job are as follows:

### **Reporting Relationships**

The Groundsperson will report directly to the Head of Grounds and there will be weekly meetings held to discuss all related issues and requirements.

### **Job Purpose**

To maintain and improve the grounds, gardens and sport facilities to the highest possible standards, which include all sports pitches, cricket squares, golf course, hard surfaces, woodlands, paths and drives.

### **Principle duties & responsibilities**

1. Undertake routine preparation and maintenance work on a range of sporting surfaces and facilities and gardens at Highfield and Brookham School and all its staff accommodation.
2. Undertake a wide range of manual turf culture operations of a physical nature to include, setting up and marking out of sport pitches, mowing operations both pedestrian, ride-on and tractor operated with mounted and towed equipment.
3. To operate a range of horticultural machinery ensuring vehicles and equipment used by self and others are regularly maintained in accordance with routine operating requirements. Operation of powered hand tools e.g. strimmers and hedge cutters.

4. Upkeep and maintenance of synthetic surfaces.
5. To keep the gardens, sport fields, thoroughfares and footpaths clear and free from litter and other debris.
6. Demonstrate awareness of Health and Safety for self and others and keep up to date with changes in the industry. Ensure compliance with the School's Health & Safety policy, HSE approved codes of practice and COSHH regulations.
7. Ensure safe use, storage, calibration and disposal of pesticides and other similar substances which are subject to COSHH regulations.
8. Weekend duties and other hours maybe required during the course of the year. Reasonable notice will be given by the Head Groundsman.
9. Carry out such other tasks within School grounds at the Head Groundsman's discretion.

### **Person Specification**

#### **Essential Qualifications & Skills**

- Secondary education (English & Maths essential)
- 2 years' experience of working in a similar role, preferably within a school environment
- Experience in the use of a range of Machinery
- Full, clean Driving Licence

#### **Desirable Qualifications & Skills:**

- NVQ Level 2 or equivalent in Horticulture or RHS Level 2 qualification
- PA1 & PA6 Pesticide Application certification
- Health & Safety Training
- Manual Handling Training
- Chainsaw Cross Cutting & Maintenance
- Chainsaw – Small tree felling

#### **Personal Qualities**

- Good communication skills
- Ability to communicate with all staff and children on an appropriate level
- Good organisation and self-motivation and an ability to meet deadlines
- Able to work under pressure in a quickly changing environment
- Good team player
- Good problem solving skills and an ability to work under one's own initiative to complete tasks
- Enthusiastic, a willingness to learn new skills and a commitment to continued personal development
- Reasonable level of physical fitness
- Working as part of the grounds team helping to maintain the grounds and gardens
- Establishing and maintaining school gardens and lawns, using gardening and landscaping skills
- Maintain borders and replant with seasonal plants where required

- Be prepared to assist in all aspects of maintaining the wider school grounds

#### **Main Responsibilities:**

- Weeding, mulching, feeding, pruning and maintaining existing plant borders and beds
- Weeding, feeding and seeding lawns to maintain a high quality appearance
- Support the Head of Grounds to achieve the highest levels of presentation around the school at all times
- Safe use of hand tools, mowers, scarifiers and tractors in execution of duties
- Maintain all tools in a clean, serviced and functional condition ensuring they are stored correctly and safely at ALL times
- Present plans for improvement and enhancement of school grounds
- Willing to undertake training appropriate to the role

#### **Additional Tasks:**

These will form part of the wider job and be dependent on weather, and school events

- Assist in the clearance of snow, salting of drives and pathways and general tasks of ensuring the school remains open at all times
- Be available for significant school events that will take place outside of normal working hours
- Assist in the preparation of sports fields, maintenance of trees within the school site and any other reasonable tasks as requested by the Head of Grounds

#### **Essential Skills:**

- Good knowledge of plants and the environment in which they thrive
- Basic landscaping skills and a logical approach to fixing problems
- Good communication skills with an ability to communicate with all staff and children on an appropriate level
- Good time management with an ability to prioritise tasks and communicate issues to management where required
- An ability to work well in a team as a good team player as well as on your own
- Enthusiasm, a willingness to learn new skills and a commitment to continued personal development
- A reasonable level of physical fitness