



PINEWOOD

Est. 1875

JOB DESCRIPTION

HEAD OF GROUNDS

Salary Scale: £35,000 - £40,000

Holiday Entitlement: 25 days paid holiday plus Bank Holidays when the School is not in operation

Hours to be worked:

40 hours per week as follows:

Monday to Friday 7.30am – 3.30pm (to include a 30 minute unpaid lunch break)

Some additional hours will be required during term-time to support major school events including up to 6 Saturday mornings per year.

General description of job:

The Head of Grounds is responsible for the daily upkeep of the School grounds to include sports pitches, astro pitches, gardens, woodland and all other areas of the School estate, which totals 84 acres.

This role has line management responsibility for 3 direct reports (Grounds Operatives x2 and Gardener).

Main Tasks

Leadership & Management

- To take full responsibility for the day to day running and preparation of sports grounds and associated facilities to meet the School's requirements.
- Supervise and manage the Grounds Team, providing training, guidance and performance management.
- Plan, organise and allocate tasks amongst the team to ensure efficient and effective grounds maintenance.
- Maintain and promote a positive and collaborative team environment.
- Demonstrate the highest level of professionalism and workmanship at all times.

Grounds Maintenance & Gardens

- Maintain and prepare all areas of the school grounds, including lawns, gardens, ponds, woodland, wildlife habitats and pathways to a high standard.
- Implement and maintain a comprehensive seasonal grounds maintenance plan including costing and resource requirements.
- Maintain an equipment maintenance plan, to include servicing schedules, costs and forecasting when equipment is likely to be required to be replaced and costs.
- Carry out routine maintenance tasks such as mowing, strimming, edging, pruning, weeding and planting.
- Assist with the upkeep of all trees and major hedges as well as clearing leaves and weeds as required.
- Ensure the safe and effective operation of all groundskeeping equipment, including tractors, mowers and other machinery.
- Review industry best practise on grounds maintenance techniques, products and technology, providing regular updates to the Bursar and Estates Manager.
- Manage litter around the grounds.

Sports Facilities Management

- Ensure all sports facilities including astro turf, pitches, golf course, and play areas are managed to recognised national standards and to the satisfaction of all users and in keeping with the status of the school.
- Ensuring all sport pitch marking is completed in line with timetable requirements.
- Work closely with the Director of Sport to ensure the facilities are managed to the standards required by the Sports Department.
- Monitor and address any issues with the sports facilities promptly, carrying out repairs as required.

Budgeting & Finance

- Manage and monitor the grounds and gardens budget covering maintenance materials, external contractors, machinery, maintenance and purchase of new equipment.
- Prepare and submit the annual budget request for the Grounds department, through the Estates Manager.
- Co-ordinate the purchase of all required consumables and ensure appropriate storage.

Health & Safety & Compliance

- Ensure all groundskeeping activities are carried out in a safe and responsible manner, adhering to all relevant safety regulations and procedures.

- Ensure all Grounds staff have appropriate training on machinery and equipment and arrange refresher training as required.
- Conduct regular safety checks of all grounds and equipment.
- Maintain accurate records of all ground's maintenance activities and equipment maintenance.
- Maintain a thorough knowledge of and ensure compliance with all relevant legislation (i.e. Health & Safety, first aid, COSH).
- Conduct regular risk assessments.
- Clear leaves, snow, ice, moss and detritus as required including treating surfaces with salt.
- Ensure all equipment and consumable items are stored in a safe and compliant fashion.

Communication & Collaboration

- Close liaison with the Director of Sport to ensure their requirements are met.
- Communicate effectively with school staff, students and parents regarding all grounds activities
- Set up for school events (academic, commercial, alumni and parent-led) when required including setting up tents and gazebos.
- Work with the Operations Manager on school lettings as required.

Any other reasonable ad-hoc duties as requested including

- Parking and traffic management within the grounds, and assisting with whole school events such as Open Days, Bonfire Night and the Christmas Fair.

Safeguarding of Children

- All staff are responsible for the safeguarding and wellbeing of children in line with the School's Safeguarding (Child Protection) Policy.

Essential qualifications:

One of the following qualifications, or its equivalent, is required:

- Level 2 or 3 qualification in Groundskeeping or similar area
- NVQ Level 2 in Sports Turf maintenance / amenity management
- IOG National Intermediate Diploma
- BTEC National Diploma
- City & Guilds Advanced National Certificate in Horticulture

In addition:

- Full UK Driving Licence

Desirable qualifications:

- Level 3 Technical Diploma in Turf Surface Management or other relevant Level 3 qualification
- PA1, PA2 and PA6A spraying certificate
- CS30 and CS31 chainsaw certificate
- Pool Plant Operators certificate

Essential competencies:

- Knowledge of the preparation of sports pitches including cricket pitch preparation.
- An understanding of sports pitch marking.

- Health & Safety knowledge and awareness.
- Strong line manager with an ability to support staff development.
- Experience of working and maintaining machinery including an ability to make small repairs when required.
- Able to work without supervision and prioritise workload according to weather conditions and school sports fixtures.
- Physically fit in order to meet the physical demands of the role.
- Willingness to work outside in all conditions as required.
- Ability to follow instructions and complete tasks effectively.
- Good attention to detail and pride in workmanship.
- Motivated with a flexible attitude and willingness to learn.
- Honest and reliable with good communication skills.
- Strong team player willing to support others.
- Enthusiastic and willing to turn your hand to anything as required in order to support the School and the pupils.
- Able to engage and communicate effectively and politely with pupils, staff, parents and visitors.
- Punctual and reliable.

Desirable competencies:

- Previous experience of working in a comparable position in a School or similar organisation.
- Experience of working with synthetic sports pitches and surfaces.
- Knowledge of testing and operating a swimming pool.
- Experience of driving a minibus.

Employee Benefits include:

- Support Staff Pension Scheme and Life Assurance Scheme.
- Free coffee and tea during the working day during term-time.
- Free lunch as provided to the children during term-time.
- Free car parking on site.
- Employee Assistance Programme providing free advice and support to all employees on a wide range of issues.
- Active Common Room providing staff social events and functions.
- Staff Well-Being groups and support.

Pinewood School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.