

# Deputy Head Grounds Person

## Job Description

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role	<p><b>Job Title:</b> Deputy Head Grounds Person</p> <p><b>Department:</b> Grounds</p> <p><b>Location:</b> De Parys Avenue, Bedford</p> <p><b>Job Purpose:</b> To assist with the preparation and maintenance of playing fields, sports pitches, artificial surfaces and grounds throughout the School and deputise for the Head Grounds Person when necessary.</p>
Main duties and responsibilities	<p>This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment. You are expected to act in accordance with the aims, policies and administrative procedures of the School. The main duties and responsibilities of the Deputy Head Grounds Person are as follows (this list is not exhaustive):</p> <ul style="list-style-type: none"> <li>• To assist the Head Grounds Person with their responsibilities for the maintenance of the School playing fields, grounds and equipment.</li> <li>• To prepare and maintain all the School's sports pitches, playing fields and other grounds to a very high standard.</li> <li>• To ensure that artificial surfaces are maintained to a high standard, in accordance with maintenance schedules.</li> <li>• To assist the Head Grounds Person with the preparation, implementation and monitoring of weekly, monthly and annual maintenance programmes, to ensure the required standard of surface presentation is achieved and maintained.</li> <li>• To assist the Head Grounds Person with their responsibility for the security of all sporting pavilions, storage sheds, other grounds buildings and associated perimeters, reporting defects and incidents as required.</li> <li>• To assist the Head Grounds Person with maintaining an up-to-date inventory of all grounds equipment.</li> <li>• To deputise for the Head Grounds Person when required, ensuring that: <ul style="list-style-type: none"> <li>○ The grounds team are briefed on daily duties and priorities and undertake their duties safely, with all health and safety</li> </ul> </li> </ul>

	<p>requirements being met.</p> <ul style="list-style-type: none"> <li>○ Equipment is maintained and cleaned properly.</li> <li>○ Equipment and materials are stored safely, in accordance with statutory requirements.</li> <li>○ Correct records of machinery maintenance are kept.</li> </ul> <ul style="list-style-type: none"> <li>● To assist the Head Grounds Person with in-house training, including induction, correct use and handling of equipment, correct use and handling of chemicals (COSHH) and other health and safety issues.</li> <li>● To help train, develop and motivate the grounds team.</li> <li>● To assist with performance reviews and maintain records of continued professional development, as required by the Head Grounds Person.</li> <li>● To undertake quality control checks, as requested by the Head Grounds Person, to ensure all areas meet the required standards.</li> <li>● In the absence of the Head Grounds Person, to liaise with the relevant Master in Charge of Sport or the Director of Sport, to ensure that the optimum use is made of sports pitches and grounds.</li> <li>● To attend training as required.</li> <li>● To assist in other duties as and when required to ensure the smooth running of the Grounds department and School (e.g. preparation for high profile functions, implementation of the snow/frost plan etc.).</li> </ul> <p>Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case, will be reviewed through the appraisal process.</p>
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

## Person Specification – Deputy Head Grounds Person

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	<b>Essential</b>  These are qualities without which the Applicant could not be appointed	<b>Desirable</b>  These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of assessment</b>
<b>Qualifications</b>	Current full driving licence.	IOG National Intermediate Diploma, NVQ Level 3 sports turf maintenance, PA1,2 & 6 qualifications or equivalent.	<i>Certificates</i>
<b>Experience</b>	Preparation and maintenance of sports pitches to a quality standard.  A minimum of 3 years sports turf maintenance experience.	Experience of working in an educational / school environment.  Experience in both winter sports and cricket.  Maintenance of artificial pitches and surfaces.  Experience as a senior, team lead or Deputy Head Grounds Person.	<i>Application form and references</i>
<b>Skills and Knowledge</b>	Clear understanding of Health and Safety legislation.	Basic machinery maintenance experience.	<i>Application form, references and interview</i>
<b>Personal competencies and qualities</b>	Good interpersonal skills, with the ability to develop effective working relationships with others.  Excellent time management and organisational skills.  Ability to remain calm under pressure and meet deadlines effectively.  Able to work as part of a team, make decisions and take responsibility for issues that may arise.  Self-motivated, with the ability to use initiative and pro-actively try to resolve problems.  Demonstrates a positive and helpful approach.		<i>Interview and references</i>

