THE PORTSMOUTH GRAMMAR SCHOOL

PGS JOB DESCRIPTION – GROUNDSKEEPER

The school 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	The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. We are very much a family school known for excellent teaching, superb pastoral care and wide-ranging co-curricular opportunities and offer an education across the age range from Pre-School to Sixth Form. We are seeking a dedicated and enthusiastic Groundskeeper to join our Grounds Team based at Hilsea Playing Fields. This is an exciting opportunity to contribute to the maintenance and development of high-quality sports facilities that support the school's extensive sporting and lettings programmes. Working as part of a small, professional team and reporting to the Head Groundskeeper and Hilsea Site Manager, you will play a key role in maintaining sports pitches and grounds to a high standard, assisting with planned maintenance projects, and supporting future site improvements. The role also includes occasional support at the school's main site. We welcome applications from both: • Individuals looking to develop a career in grounds maintenance and sports turf management; and • Experienced grounds professionals with relevant qualifications and specialist skills. **Key Requirements** • Team player with strong organisational and time-management skills.

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	• Ability to prioritise tasks and work effectively under direction. • Self-motivated, reliable, and flexible in responding to operational needs. • Willingness to undertake training and professional development. • Professional and approachable manner when interacting with staff, pupils, parents, and visitors. **Working Hours** This is a full-time position (37.5 hours per week) working Monday to Friday. The standard work pattern is 8.00am to 4.00pm, with an unpaid 30 minutes for lunch, however, during term time, it may be necessary to vary these working hours between 8.00am and 6.00pm to meet operational requirements. Flexibility is required to support sporting events, lettings, site security, and occasional additional weekend or evening working. **What We Offer** • Competitive salary based on experience, qualifications, and skills. • Ongoing training and professional development opportunities. • Opportunity to develop specialist groundskeeping expertise within a leading independent school. • Supportive working environment within a respected and successful educational institution. **How to apply:** Candidates are asked to apply using the online MyNewTerm application form linked to our advert on the 'Work With Us' page of our school website. We are not able to accept a CV in place of a completed application form and appointments are subject to satisfactory pre-employment checks. Any enquiries about the role or how to apply are very welcome at recruitment@pgs.org.uk The closing date for receipt of applications is midday on **26th November 2026** and interviews will be scheduled to take place on the school site on **3rd or 4th December 2026**. Early applications are encouraged and we reserve the right to interview and appoint in advance of the closing date.
Line management responsibility for	This role has no line management responsibilities.

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Main duties and responsibilities	**Key Responsibilities** **Grounds Maintenance and Sports Facilities** • Liaise daily with the Head Groundskeeper and Hilsea Site Manager to plan, prioritise and complete grounds maintenance activities. • Maintain, manage and continually improve all sports pitches, artificial surfaces, landscaped areas, gardens, pathways and access roads. • Ensure all grounds and sports facilities are maintained to the highest possible standards, supporting the school's sporting, educational and lettings programmes. • Regularly inspect grounds, facilities and infrastructure, reporting defects and taking appropriate corrective action where possible. • Maintain site cleanliness and presentation, including litter collection, waste management and general housekeeping. • Calculate material requirements for maintenance and improvement projects and provide information to the Head Grounds person for procurement purposes. **Equipment and Asset Management** • Maintain all grounds machinery, vehicles, hand tools and power tools in a clean, safe and operational condition. • Ensure all equipment is serviced and maintained in accordance with manufacturers' recommendations and scheduled maintenance programmes. • Keep buildings, sheds, workshops and storage areas clean, organised and secure. • Maintain accurate records of maintenance activities, inspections and repairs. **Site Security and Visitor Management** • Assist in maintaining the security of the Hilsea site, including conducting site checks following events and ensuring facilities are secured appropriately. • Report unresolved issues or concerns to the Head Groundskeeper/Hilsea Site Manager or the Estates Team. • Host contractors, lettings clients and visitors, ensuring compliance with safeguarding procedures, visitor management requirements and site regulations. • Liaise with department heads and managers regarding access arrangements for maintenance and project work as required. **Health, Safety and Compliance** • Carry out all duties in accordance with the School's Health and Safety policies, risk assessments and relevant legislation.

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	• Promote safe working practices and ensure the correct use of personal protective equipment (PPE). • Contribute to maintaining a safe environment for staff, pupils, contractors, visitors and members of the public. • Carry out statutory checks as directed by the Head Groundskeeper/Hilsea Site Manager. **Communication and Teamwork** • Build and maintain positive working relationships with colleagues, pupils, parents, visiting schools, contractors and lettings clients. • Attend team meetings, staff briefings, training sessions and other meetings as required. • In the absence of the Head Groundskeeper/Hilsea Site Manager, liaise with the Sports Director, Lettings Manager and other stakeholders regarding operational matters. **Operational Support** • Complete timesheets, holiday requests and other administrative documentation accurately and on time. • Provide cover for colleagues during periods of absence and support wider Estates Team activities when required. • Work flexibly across School sites and participate in overtime, emergency callouts and out-of-hours support when necessary. • Undertake training and professional development activities to enhance skills and knowledge. • Support ad hoc projects and undertake other duties appropriate to the level and responsibilities of the role. • Act as a positive ambassador for the school, always promoting its values and reputation. **General** • Undertake any other duties reasonably requested by the Head Grounds person, Head, or Bursar that are commensurate with the nature and level of the post.
Safeguarding responsibilities	• The role is based on our Hilsea playing fields site and will also involve working on our main school site from time to time. • The role involves working amongst pupils daily and therefore involves regulated activity with children. • The postholder shares responsibility for safeguarding and promoting the welfare of children and young people. They must read and follow the School's safeguarding and child protection policy, staff code of conduct and Part One of Keeping Children Safe in Education (KCSIE), complete safeguarding training at induction and at regular intervals, and report any concern about a child, or about the conduct of an adult, immediately in line with School policy.

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	• It is a requirement of the role to attend Professional Development Days as required by the line manager and to attend other essential staff training sessions throughout the year, as required by the Head or Bursar. • Appointment is subject to satisfactory pre-employment checks in line with KCSIE.
Benefits	The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body. **Professional Development** • Strong commitment to Continuing Professional Development (CPD). • Financial support may be available for approved professional qualifications, training courses and development opportunities relevant to the role. • Opportunities to develop specialist skills and progress within the Estates and Grounds team. **Salary and Leave** • Competitive salary where the salary range for this full-time role is £25,122 to £31,561 dependent upon the skills, qualifications and experience of the successful candidate. • Generous annual leave entitlement starting at 25 days per year, increasing to 30 days after five years' service. • Annual leave is normally taken during School holiday periods. **Pension and Financial Security** • Automatic enrolment into the NEST workplace pension scheme (subject to eligibility). • Alternative pension scheme available through Aviva, with an enhanced employer contribution of 8.5% when employees contribute 6.5%. • Non-contributory death in service benefit. **Health and Wellbeing** • Free use of the school's sports facilities, including a well-equipped Fitness Centre. • Access to the Cycle to Work Scheme, promoting healthy and sustainable travel. • Employee Assistance Programme

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	Working Environment • Friendly, supportive and collaborative working culture. • Opportunity to work within one of the leading independent schools on the South Coast. • Commitment to continually reviewing and improving employee benefits, wellbeing initiatives and working practices. Full details of terms and conditions of employment will be provided to the successful candidate in their contract of employment

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Person specification

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

	Essential	**Desirable**	**Method of assessment**
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	*The professional, technical or academic qualifications that the Applicant **must have** to undertake the role or the training that they **must have** received* • A good standard of education, with excellent spoken and written English • To hold, or be willing to complete, relevant Emergency First Aid at Work qualification • Level 2 Sports Turf operative	*The professional, technical or academic qualifications that the Applicant **would ideally have** to undertake the role or the training that **they should ideally have** received* • Relevant professional qualification in grounds maintenance, or equivalent experience and evidence of continuing professional development, such as: • Chainsaw qualifications • Spraying qualifications PA1 & PA6 and preferably PA	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications if necessary

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Experience	*The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely **to predict** success in the role* • Experience of working in a team • Experience and ability to communicate verbally across all levels • Grounds maintenance experience	*The categories of work or organisations, types of achievements and activities that would be likely to **contribute to** success in the role* • Experience of working in a similar role within an educational environment	Contents of the application form Interview Professional references

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Skills	*The skills **required** by the Applicant to perform effectively in the role* • The ability to work in a team • Organised and with excellent attention to detail • A flexible and proactive attitude to the role • Good communication skills • Physically fit to carry out the duties required of the role • IT skills including Microsoft Outlook • Ability to remain calm in a busy school environment • Ability to work with discretion and always maintain confidentiality • Ability to follow instructions safely and effectively to ensure a safe working environment	*The skills that would **enable** the Applicant to perform effectively in the role*	Contents of the application form Interview Professional references

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Knowledge	*The knowledge **required** by the Applicant to perform effectively in the role* • A working knowledge of operational risk management practices and relevant legislation • A willingness to develop knowledge and understanding of legislation relating to current guidance in Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR • A willingness to develop knowledge and understanding of GDPR legislation • A willingness to undertake all training required by the school including safeguarding training	*The knowledge that would **enable** the Applicant to perform effectively in the role* • Knowledge of horticultural pests, diseases and treatments • Knowledge of planting • Knowledge of Health and Safety legislation	Contents of the application form Interview Professional references

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Personal competencies, qualities, attitude and behaviours	*The personal qualities, attitude and behaviors that the Applicant **requires** to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people* • motivation to work in a setting with children and young people • willingness to support the aims and ethos of the school • willingness to undertake further qualifications as required by the Head Groundskeeper and arranged by the school • clear commitment to working as a team player at various levels • ability to work in all weather conditions • willingness to develop knowledge and understanding of the current guidance in Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR • willingness to develop knowledge and understanding of GDPR legislation	*The personal qualities that would **assist** the Applicant to perform effectively in the role*	Contents of the application form Interview Professional references

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