



FELSTED SCHOOL JOB DESCRIPTION

Head of Grounds

The Role

Accountable to: Estates Manager

Accountable for: Grounds and Gardens staff

To deliver and maintain high quality sports facilities, grounds and gardens. To line manage, support and develop the Grounds and Gardens Department.

Role Responsibilities (illustrative, not exhaustive, list):

Leadership & Team Management:

- To take full responsibility for the day to day running and preparation of sports grounds and associated facilities to meet with the School's requirements.
- Supervise and robustly manage a team of grounds staff, providing guidance, training, and performance management.
- Plan, organise, and allocate tasks amongst the team to ensure efficient and effective grounds maintenance.
- Maintain a positive and collaborative team environment.
- Offer innovative proposals to improve the facilities provided for the pupils.
- Demonstrate an exemplar standard of expertise and workmanship across all tasks carried out by the department

Grounds Maintenance & Gardens:

- Maintain all areas of the school grounds, including lawns, gardens, sports pitches, and pathways, to a high standard.
- Carry out routine maintenance tasks such as mowing, strimming, edging, pruning, weeding, and planting
- Ensure the safe and effective operation of all groundskeeping equipment, including lawnmowers, tractors, and other machinery
- Implement and maintain a comprehensive grounds maintenance plan, including fertilization, pest control, and irrigation strategies.
- Continue to review industry best practice on grounds maintenance techniques, consumable products and technology to ensure the School remains a best in class facility
- Support the School's Sustainability and Environmental objectives whilst ensuring quality of provision is not compromised by continually reviewing available products and carrying out suitable trials where appropriate

Sports Facilities Management:

- Ensure all sports facilities (e.g., pitches, courts, tracks) are in optimal condition for use, including marking out and preparation in line with timetable requirements, minimizing down time and prioritising academic activities
- Carry out repairs and renovations to sports facilities as needed during School holiday periods.
- Monitor and address any issues with sports facilities promptly and safely

Budgeting & Finance:

- Manage and monitor the grounds and gardens budget covering labour resources, grounds maintenance materials, external contractors, machinery, maintenance, purchase of new equipment and capital works
- Prepare the annual budget requests for the Grounds department including contingency provisions for adverse weather conditions
- Coordinate the negotiation, purchase, storage and control of all consumable materials and services in a cost-effective manner
- Follow the School's financial procedures

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 that Grounds and Gardens staff have received appropriate training on machinery and equipment and arrange refresher training as required
- Conduct regular safety checks of 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 National and Local current legislation, ie. Health and safety, first aid, COSHH, environmental management and employment to ensure compliance.
- Ensure any contractors working on site have completed the School's contractor induction programme.
- Conduct regular risk assessment programmes and reviews.
- Head the snow / ice clearance of pathways and roads as required during the winter months.
- Develop regular Toolbox Talk training with the team to ensure safety and technical excellence standards are maintained
- Ensure all equipment and consumable items are stored in a safe and compliant fashion

Communication & Collaboration:

- Close liaison with the Director of Sports to ensure their requirements are met
 - Communicate effectively with school staff, students, and parents regarding grounds maintenance issues and planned activities
 - Collaborate with other school departments, such as the sports department and wider estates department, to ensure effective coordination of activities
 - Set up for events (academic, commercial, alumni, and parent-led) when requested.
 - Work with the Lettings Department to provide sports facilities where required as part of developing additional income streams for the School
-
- Any other reasonable ad-hoc duties as requested.

Skills, Knowledge and Experience

Essential:

1. Full UK manual driving licence
2. Appropriate Level 2 or Level 3 Qualification in Groundskeeping or similar area
3. Experience working in a similar role
4. Experience of working as part of a team
5. Excellent understanding of Health and Safety and risk assessments
6. Capable of working using own initiative
7. Quick-thinking and the ability to deal with situations as they arise
8. Good level of IT
9. Strong interpersonal and observational skills
10. Ability to work calmly under pressure and multi-task
11. Ability to work well as a member of a team
12. Ability to communicate effectively with visitors, pupils and staff
13. Reliable, confident and committed
14. High degree of personal drive and motivation

15. A team player with a flexible 'can do' approach
16. Ability to understand and adapt to the culture of an independent boarding school
17. Understand and commit to the Safeguarding of Children
18. Promote positive working relationships

Desirable:

19. Experience working within an educational environment
20. Hold a first aid qualification

Reward and Recognition

- Annual leave allowance of 25 days each year, plus public holidays
- Employer and employee contributory pension scheme (4% matched contribution)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop

Terms of Employment

- Permanent
- All-year round (52 weeks per year)
- Full-time position working Monday to Thursday from 8:00am to 4:30pm and Fridays from 8:00am to 3:30pm) with a thirty minute unpaid lunch break each day. Weekend working may be required to support sports fixtures.
- Starting salary of £40,000 (depending on skills, knowledge and experience)
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Probationary period of 3 months
- The post holder has a responsibility to safeguard and promote the wellbeing of children and young people.

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____