



AMPLEFORTH COLLEGE  
FULL TIME SKILLED GROUNDS PERSON  
Job Description

**Job Title: Grounds Person**

**Reporting To: Head Grounds Person**

**A. JOB DESCRIPTION**

**Job Purpose:**

To support the Head Grounds Person and the team with the maintenance and development of the grass and artificial sports pitches, cricket wickets, amenity and garden areas at Ampleforth College. The Grounds Person's role is fully operational, always with due regard to Health and Safety regulations/practice and lone-working policy. Have a good technical knowledge keeping abreast of changes within the industry. Carrying out duties in the most cost-effective and efficient way, demonstrating all due care to safer practice for children and for all relevant Health and Safety legislation.

**Core Duties:**

1. To support during periods of absence of the Head Grounds Person
2. Take ownership of daily workload working with the Head Grounds Person to develop upon best practice to look at continuous improvement to the grounds
3. Preparing the pitches, courts and wickets for matches, to the standards required for competition level
4. Maintaining sports pitches, including setting out and marking/over-marking pitches
5. Operating safely all cutting and rolling machinery
6. Basic servicing of grounds machinery ensuring maintenance records are kept up to date
7. Maintaining and preparing the artificial pitches
8. General site maintenance fence erecting and repairs, painting, emptying of general waste bins
9. Available to assist with College events during and out of regular hours as required
10. Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
11. Maintain the tress, hedges, gardens and planters as identified by the Head Grounds Person
12. The maintenance and storage of all sports equipment, including goals and nets
13. Notify the Head Grounds Person of any vandalism, defects or Health & Safety issues
14. Maintaining cleanliness and general tidiness, and a litter free environment in the college grounds
15. Ensure Health & Safety requirements and responsibilities are met at all times. Ability to assess your own risk of operation of equipment
16. Driving Estate vehicle(s)
17. Undertaking professional training as required (including Health and Safety)
18. Be committed to safeguarding and promoting the welfare of children and adhere to and ensure compliance with the college Safeguarding Policy and procedures
19. Any other jobs directed by the Head Grounds Person or their representative



## **B. PERSON SPECIFICATION**

### **Essential Qualifications and Experience**

- Tractor Driving certificate or willing to attend the appropriate training course
- Qualification in the safe use of pesticides or be willing to attend the appropriate training course
- COSHH knowledge
- Support with the preparation, maintenance and development of outdoor grass sport facilities, cricket wickets and artificial sports surfaces
- A sound knowledge of working in a team responsible for the maintenance of lawns/grassed areas within the Estate
- A good knowledge in basic machinery maintenance of tractors and ride-on mowers
- Knowledge of using and maintenance of hand tools and basic light equipment
- An understanding of current health & safety regulations
- Full driving licence

### **Desirable Qualifications and Experience**

- Worked in a large school or similar large-scale environment
- Horticultural experience with an interest in designing and maintaining attractive planting displays
- Significant recent experience of working within a sports ground's maintenance environment;
- Basic knowledge of setting cut, and the maintenance of cylinder mowers
- Good level of basic numeracy, literacy
- NVQ level 2 in Sports Turf maintenance/or a recognised qualification in grounds management
- Chainsaw Certificate

### **Essential Skills**

- Driving License
- Excellent interpersonal skills
- Excellent written and oral communication skills
- Excellent customer service skills
- Ability to follow tasks through to completion

### **Essential Abilities**

- Good time management
- Ability to work as a member of the team
- The ability to prioritise effectively, managing a busy diary and varied workload to meet demands and deadlines – multi tasking.
- Willing to be flexible and work outside office hours as required

### **Personal Qualities**

- Ability to take initiative; a self-starter



- Good communication and interpersonal skills with the ability to inspire confidence and form relationships quickly
- Eye to detail ensuring the highest level of service at all times
- Ability to continually update one's own professional knowledge
- Calm, even tempered, responsible and reliable
- Ability to work the required hours

### **C. OUTLINE TERMS AND CONDITIONS**

**Shift Patterns:** Shift times begin between 07.00am and 08.00pm and finish between 3.30pm and 4.30pm. Full time working is 5 days per week Monday-Sunday. You will be required to work 1 full weekend during seasonal sport. Be flexible to working extended hours to support fixtures.

**Plus attractive Benefits:** Subsidised membership of fitness centre and sports centre. Free meals during working hours. Sociable working hours. The opportunity to work in a prestigious school set in beautifully well-maintained surroundings with the flexibility to diversify and enhance your skill set. Extensive training to support your prospects of progression within the grounds team

**Pension:** Group Personal Pension – Employer 4%/Employee 4%.

**Annual Leave:** 22 days (rising to 27 days) per annum, in addition to public holidays and Christmas closedown.

**Probationary period:** 6 months

**Notice period:** One month.