



BRADFIELD COLLEGE

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

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Employees must be willing to undergo an enhanced Disclosure and Barring Service (DBS) Certificate prior to employment, registration of the DBS Update Service and checks with past employers. These checks are repeated each three years of your employment.

This Job Description is neither final nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.

JOB TITLE: Groundsperson **REPORTS TO:** Head Groundsman

DEPARTMENT: Estates **DATE:** February 2019

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The Grounds/Gardens/Greens staff are expected to work flexibly, covering for other members of the team in their absence and undertaking reasonable duties as directed.

JOB PURPOSE:

As Groundsperson you will support the Head Groundsman in the maintenance, conservation and enhancement of the grounds, working collaboratively with colleagues as part of a professional team.

Demonstrate an understanding of health and safety and actively contribute to a positive culture towards it throughout your role.

PRINCIPAL ACCOUNTABILITIES:

1. To work within a team of Groundsmen under direction/schedules set by the Head Groundsman. This will include involvement in preparation for various weekend fixtures throughout the year.
2. The Maintenance and setup of all outdoor sports areas including football pitches, cricket squares, athletics, lacrosse, tennis, hockey, hard courts and the all-weather surfaces, including the erection and dismantling of sports equipment.
3. To assist with seasonal and weather dependent schedules of work including snow clearance, salting paths and roads.

4. Carry out all duties having due regard for the health and safety of yourself and others, in accordance with the College's Health and Safety Policy.
5. To assist in the maintenance of the grounds maintenance vehicles and equipment to a very high standard.
6. To ensure that the Grounds Department buildings and premises are kept in a safe and secure manner
7. Ensuring that the Colleges Estate is presented to a consistently high standard including the maintenance of paths, drives, fences, hedges and woodland.
8. Ensure that legal and health and safety compliance are maintained whenever you are working
9. Maintain a high standard of discipline and time keeping
10. Ability to use tractors and attachments and a wide range of specialist horticultural tools
11. To maintain plant such as the wash down area, fuel and pesticide storage so as to ensure both correct usage and H&S compliance.
12. Maintenance of all outdoor sports areas including hard courts, cricket nets and the all weather surfaces.
13. Responsibility for safe working practices and assisting the Head Groundsman with health and safety compliance
14. Dealing with contractors from time to time.
15. To support other Estates teams in relevant tasks and carry out any other reasonable work as and when necessary.
16. Coordinate works as directed by the Head Groundsman with other departments within the College, particularly when preparing for functions and events.
17. To promote and support the Bradfield Enterprises department. Under direction from the Head Groundsman the Grounds Department will be responsible for the timely and complete preparation of pitches for external lettings.
18. To be involved in the conservation and management of the river Pang as it flows through the Estate. This will include management of the sluice gate and mill waterways.

SKILLS:

- Ability to self-motivate and encourage other staff in a team environment
- Organised, methodical and efficient approach to achieving high standards
- Good communication skills
- Proficiency in the operation of grounds maintenance machinery
- Competent understanding of Health & Safety regulations
- Capable of undertaking all aspects of Groundsmanship and the physical challenges of the post.

EXPERIENCE & QUALIFICATIONS

- An experienced groundsperson with a reputation for excellence
- Thorough knowledge in sports turf maintenance
- NVQ2 or equivalent

- PA1, PA2 and PA6
- Chainsaw Certificate
- Up to date knowledge of Health & Safety
- Knowledge of working in conservation areas and AONB's
- Experience of working in an educational environment ideal, but not essential
- Full and relevant driving licence (to include trailer entitlement)

Due to the College continually evolving and progressing this Job Description may be amended at any time, in conjunction with you, to allow for improvements to the levels of care and the protocols by which the College functions.

You should revert to your individual responsibilities as defined in the Health & Safety Manual and ensure you are competent to implement them and agree to abide by them. Your health, safety and welfare at work are protected by law. Your employer has a duty to protect you and to keep you informed about health and safety. You have a responsibility to look after yourself and others. If there is a problem, discuss it with your employer or the College's Health & Safety Manager.

Safeguarding

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with our child protection policy statement.

Disclosure and Barring Service, references and right to work in the UK

As Bradfield College is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to the required and satisfactory DBS (Disclosure and Barring Service) clearances before the appointment is confirmed.

This post is also subject to receipt of written references which must be satisfactory to Bradfield College.

Successful applicants will need to provide confirmation of permission to work in the UK. Please note that under the Immigration Asylum and Nationality Act 2006, Bradfield College has an obligation to ensure applicants have the right to work in the UK prior to commencement of employment (this is carried out at the interview stage; if applicants fail to produce the required genuine documents prior to commencement of work for the College, or if it is found that those documents do not meet the legal requirement, an offer of employment will be withdrawn).