ST JOHN’S SCHOOL, NORTHWOOD



JOB DESCRIPTION

FUNCTION: Non Teaching Staff

JOB TITLE: Groundsman

REPORTS TO: Head Groundsman

THE SCHOOL:

St. John’s is an independent boys’ preparatory school with some 350 pupils, aged three to thirteen and is situated on a 35 plus acre site in Northwood, Middlesex. The School was founded in 1920 and is now owned by the Merchant Taylors’ Educational Trust.

PURPOSE & SCOPE OF JOB:

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| Under supervision of the Head Groundsman, maintain the playing surfaces and facilities to the required standard for the user. |
| **JOB RESPONSIBILITIES:** |
| * Undertake routine preparation and maintenance work on a range of sports facilities and surfaces. Undertake all preparatory and cultivation work to maintain safe quality playing surfaces. * Set up all sports pitches or amenity surfaces. Undertake minor construction and landscaping work. Follows standard procedures requiring knowledge of the functional area. * Drive vehicles and equipment as required for grounds maintenance operations. * Ensure vehicles and equipment used by self and work group are regularly maintained in accordance with routine operating requirements. Monitor the use of consumable items and spares and make arrangements for their replenishment. * Ensure the safe use, storage, calibration and disposal of pesticides and other similar substances. Promote the Health and Safety of self and others. Respond to emergencies. * Establish and maintain effective working relationships with managers, colleagues and end users. * Use all equipment as supplied for which training will be given * Make recommendations to supervisor regarding improved work systems, labour and machinery utilisation. * Maintain good communications with customers and end users.   **PERSON SPECIFICATION:**   * Completed and or work towards IOG Training Level 1 & 2 and working toward IOG Level 3 training on management techniques and principles to produce a safe and consistent surface. * Preferably National/Scottish Vocational Qualification Level 2 Sports Turf Maintenance or IOG National Technical Certificate or BTEC First Diploma/First Certificate in Horticulture or City & Guilds National Certificate in Horticulture. * Awareness of relevant Health and Safety legislation. * Formal training in manual handling will be provided. * Preferably PA1 – PA6 spraying certificate * A valid driving licence. |

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| ST JOHN’S SCHOOL  GROUNDSMAN  GENERAL TERMS & CONDITIONS  *It is the post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School’s Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Headmaster*  GENERAL CONDITIONS:  Start Date: As soon as possible.  Hours: Permanent  8.00 am – 5.00 pm                  Monday to Friday  Some extra hours may be required to cope with the demands of fixtures / events at the School.    The hours worked will be 40 hours per week with one hour for lunch    Holidays: 25 days paid holiday, plus bank holidays    **Salary:** £18,527 per annum depending on skills and experience.  **Other Benefits:** The School is keen to help develop the skills of its staff and looks to provide appropriate training as necessary.  Lunch provided free of charge when the School Catering Department is open.  14% Employers Pension contribution.   November 2019 |
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