

# JOB DESCRIPTION

Groundsperson



HARROW  
SCHOOL

DEPARTMENT	Grounds
REPORTS TO	Head of Grounds
RESPONSIBLE FOR	N/A
WORKING PATTERN	Monday to Friday, 7.00am–3.30pm (your employment contract will give full details)
ISSUE/REVISION DATE	January 2024

## BACKGROUND

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Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 300-acre estate encompassing much of Harrow on the Hill in north west London. Around 835 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding Houses, and there are about 120 academic staff and over 300 support staff.

The School has extensive sports fields in two separate locations on the Hill. One site comprises cricket pitches and the other location comprises rugby/soccer pitches, an athletics track, tennis courts, a nine-hole golf course and AstroTurf pitches. There are also areas of woodland, farmland, a lake, and undeveloped ground including public rights of way that need to be managed.

## THE ROLE

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The grounds staff at Harrow School are expected to maintain the School's playing surfaces and surrounding areas to the highest of standards, under the direct supervision of the Head of Grounds.

## KEY RESPONSIBILITIES AND DUTIES

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This job description reflects the core activities of the role and is subject to change as the department and the post-holder develop. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. In addition, the post-holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager. not detailed in this job description.

- Undertake routine preparation and maintenance work on the full range of sports facilities and surfaces as detailed on work schedules
- Undertake all preparatory and cultivation work to maintain safe, high-quality playing surfaces
- Set up all sports pitches and amenity surfaces
- Undertake minor construction and landscaping work
- Ensure vehicles and equipment used are regularly maintained in accordance with routine operating requirements, and that daily checks are carried out and recorded
- To be aware of health and safety requirements, noting that all duties must be carried out in compliance with current health and safety legislation
- Ensure work areas are kept clean, tidy and secure at all times
- Ensure the site is tidy and litter is cleared when seen
- Establish and maintain effective working relationships with managers, colleagues and end users
- Make recommendations to the Head of Grounds regarding improved work systems, labour and machinery utilisation
- Undertake training as requested by the line manager
- Be aware of and report any security risks posed within the School
- Carry out gritting, salt spreading and snow clearance as necessary
- Assist other departments when required to ensure the smooth running of the School as directed.

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 will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection policies and procedures 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 his/her line manager or the School's Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR Team. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

# PERSON SPECIFICATION

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## QUALIFICATIONS, EDUCATION AND TRAINING

### ESSENTIAL

- Some formal training in groundwork/greenkeeping
- NVQ Level 2 Sports Turf qualification or relevant experience

### DESIRABLE

- A PA1/PA2A and PA6A spraying certificate

## KNOWLEDGE AND EXPERIENCE

### ESSENTIAL

- Grounds maintenance experience in at least one , but not limited to cricket grounds, golf courses and sports pitches
- Sound knowledge of and experience in using horticultural machinery

## SKILLS AND ABILITIES

### ESSENTIAL

- Ability to communicate appropriately with staff/parents/boys/dignitaries and other visitors
- Able to work in all weather conditions
- Able to work unsupervised
- Able to prioritise
- Able to work as part of a large team

## PERSONAL ATTRIBUTES

- Self-motivation
- Dedication to a high standard of work
- Tactfulness
- Willingness to be adaptable and to work unsociable hours as required by the job
- Flexibility
- A sense of humour
- Initiative and common sense
- Enthusiasm and flexibility
- Patience
- Keen interest in sport
- A good eye for detail

## OTHER REQUIREMENTS

- A full current driving licence, held for at least six months.

# SCHOOL VALUES AND BEHAVIOURS

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All staff are expected to conduct themselves in line with the School's values which are: **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

## COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.  
We are open to new ideas, and seek fresh challenges.

## HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

## HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome, we celebrate those that took part.

## FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.