

### Job Description

<b>Job Title</b>	Head Grounds Person
<b>Reports to</b>	TDET Site Manager
<b>Line Management of</b>	Grounds Team
<b>Working Hours &amp; Pattern</b>	37 hours (Monday to Friday, 7am to 3pm), 52 weeks per year Flexibility can be discussed with hours, for example 0600-1400 can be accommodated
<b>Salary / Grade</b>	Pathway 5
<b>Date Last Evaluated</b>	January 2025
<b>Core Purpose</b>	To be responsible for and have oversight of the care of all sports pitches, trees, gardens, paths and drives on-site, as well as ensuring the maintenance of all site machinery.

#### **Key Responsibilities**

- Working to a routine and regular preventative maintenance schedule across all TDET sites ensuring that all Academy grounds, equipment and facilities are correctly maintained
- Supervision of staff and contractors – to include scheduling of works and ensuring all SLA are met
- Maintain holiday rotas, absence monitoring and staff development and performance measurement
- Responsible for the liaison with the sports department to ensure grounds team have all information for marking out, setting up and maintenance of sports surfaces and playing fields, inclusive of Cricket, Football, Rugby, Hockey etc
- Liaison with Head of Operations and TDET Site Manager to arrange for purchase of supplies and services, helping to ensure resources are managed within budget constraints
- Maintain a structured grounds maintenance programme for future budget planning by reporting necessary replacements and renewals
- Manage a tree maintenance program, liaising with external contractors as required.
- Continual observation of site and its boundary ensuring site security is maintained.
- Regular reporting to senior management in terms of work undertaken and planned, health and safety reporting and general contract communication.
- Ensure team maintain litter picking/bin emptying.
- Ensuring the safe use, maintenance, adjustment and operation of machinery used by the department in accordance with health and safety legislation – undertaking corrective action on mechanical defects and breakdown of equipment
- Ensuring the requirements of Health & Safety are fully complied with, and to ensure staff are aware of health and safety policies and procedures, and actively always promote safe working practices
- Conducting risk assessments and safe systems of work, develop contingency plans and be able to respond to emergencies
- Ensuring the safe running and organisation of buildings and storage areas used by the Grounds Team in accordance with health and safety legislation
- Responsible for stock control and the ordering of materials and spare parts, ensuring effective liaison with local Site operatives
- To ensure training and revision courses are attended by staff as appropriate and that this training is documented

- Promote and safeguard the welfare of all children and young people with whom contact is made in a professional context (within or outside of the Academy)
- Manage a cold weather protocol to ensure safe ingress and egress to all sites

#### **General Responsibilities**

- Take on any additional responsibilities which might from time to time be reasonably determined
- Create and maintain positive and supportive relationships with staff, parents, business, community and other partners including the Board
- Demonstrate a positive commitment to equality and diversity
- Engage with appropriate training opportunities to promote professional effectiveness in this role
- Promote a flexible approach to meet the changing needs of the Trust.
- Ensure the Business Services Team receive adequate support to meet operational objectives.

#### **Trust Responsibilities**

In addition to the specific responsibilities of this post, every member of staff at the Trust will commit to:

- Providing a courteous and efficient service at all times
- Using their influence with other staff and students to promote high standards of behaviour and order within the Trust
- Working to maintain the Trust at the forefront of educational practice
- Fostering and sustaining a culture of leadership and creativity within all aspects of the Trust's operation
- Promote the safeguarding of all learners.

**The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.**

**Note: Every job description in the organisation will be subject to a review either:**

- **On an annual basis at the time of the annual appraisal meeting, or**
- **As a result of a change in strategic direction, or**
- **As a result of a team/operational requirements, or**

**It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.**

### Person Specification

Attribute	Essential or Desirable	Assessment
<b>Qualifications</b>		
Current Full Driving License with ability to tow trailer	E	A/I
Agricultural Tractor experience	D	
Relevant industry specific qualifications, e.g. PA1 and PA6	D	A/R
Career based qualifications at NVQ3 or equivalent	D	A/R
Relevant IOG Courses	D	A/R
City & Guilds Land Based Services (formerly NPTC)	D	A/I/R
Formal training in manual handling, risk assessment and safe working practices	D	A/I/R
First Aid at work and Forestry First Aid qualification	E	
Chain saw use certificate CS30 / CS31	D	A/I/R
<b>Knowledge and Understanding</b>		
Hard landscaping and soft landscaping skills	E	A/R
A thorough understanding of relevant health and safety legislation	E	A/I
Cricket square maintenance and preparation	D	A/I
Winter sports preparation including Rugby, Football and Hockey	D	A/I
Experience of maintaining artificial sports surfaces	D	A/I
IT skills	D	A
Experience in workshop organisation and workshop skills, e.g. welding	D	A/I
<b>Skills and Abilities</b>		
Sufficient physical fitness and dexterity to cope with often strenuous work in poor conditions	E	I/T
Problem solving ability	E	I/T
Ability to communicate with pupils, colleagues and visitors to sites	E	A/I/R
<b>Experience</b>		
A proven career in Grounds, and experience in sports surface preparation	E	A/I/R
Proven staff supervision experience	E	A/I/R
<b>Personal Commitment</b>		
An ability to influence, direct and motivate a team	E	A/I
A proactive team player	E	A
A high degree of personal motivation	E	A
A flexible approach to working hours	E	A/I
Excellent communication skills demonstrating good planning	E	A

**Assessment methods**

**A – Application    I – Interview    T – Task/Activity    L – Lesson Observation    R –  
References**