



## DEPUTY HEAD GROUNDSMAN

---

We are looking for a flexible and professional individual to be deputy to the Head Groundsman

The successful candidate will be looking for a busy and varied role and should feel confident to prioritise work, exercise initiative and use their strong interpersonal, communication and organisational skills.

Our Estate in the heart of Kent comprises of 250 acres made up of a broad range of playing surfaces catering for football, rugby, lacrosse, cricket, hockey, tennis and athletics. We have over 100 acres of mixed woodland, which we manage to provide a diverse habitat rich environment proving many educational opportunities for the school including Forest School and Bushcraft and allowing activities including mountain biking and cross country to take place. We also have a small farm with donkeys, chickens, sheep, pigs and peacocks to name a few.

For further details and an application pack please visit our website: <https://www.saintronans.co.uk/informations/job-vacancies/>

Completed applications should be emailed to: [johnb@saintronans.co.uk](mailto:johnb@saintronans.co.uk) or posted to The Bursar, Saint Ronan's School, Water Lane, Hawkhurst, Kent. TN18 5DJ

Closing date:	Midday Friday 29 <sup>th</sup> March 2019
Interview date:	Week commencing 1 <sup>st</sup> April 2019

Saint Ronan's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check, references and other checks.

## JOB DESCRIPTION

Saint Ronan's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role	<p><b>Job Title:</b> Deputy Head Groundsman</p> <p><b>Department:</b> Estates</p> <p><b>Job Purpose:</b> To undertake the maintenance and improvement of the sports surfaces, Estate grounds and areas of woodlands to a high standard</p> <p><b>Reporting Line:</b> Bursar through Head Groundsman</p> <p><b>Hours:</b> An average of 35 hours per week all year round: but the post holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998)</p>
---------------------	---

<p><b>Main duties and responsibilities</b></p>	<p><b>Grounds</b></p> <ul style="list-style-type: none"> <li>• To set up sports pitches and amenity surfaces and undertake minor construction and landscaping work.</li> <li>• To undertake routine preparation and maintenance work on a range of sports facilities and surfaces (this will include football, cricket, rugby, artificial surfaces etc.). To carry out all work using sound turf maintenance practices.</li> <li>• To operate a range of modern turf machinery, ensuring vehicles and equipment used by self and others are regularly maintained, in accordance with routine operating requirements.</li> <li>• To operate a range of powered hand tools such as brush cutters, hedge cutters and chainsaws.</li> <li>• To undertake a range of horticultural operations such as soft landscaping, maintenance of flower beds and weed control.</li> <li>• To maintain hedges around the estate.</li> <li>• In autumn/winter ensure leaves are cleared and disposed of.</li> <li>• To clear snow and apply salt in icy conditions during the winter months.</li> <li>• To undertake a range of tree and woodland maintenance operations.</li> <li>• To maintain and repair boundary and internal fencing as and when required.</li> <li>• To tend to the animals in the farm and ensure their welfare is paramount.</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• To demonstrate awareness of health and safety for the individual and all others, and have a sound knowledge of appropriate PUWER and LOLER procedures.</li> <li>• To ensure the safe use, storage, calibration and disposal of pesticides and other similar substances (COSHH regulations).</li> <li>• Ensure work area is kept clean, tidy and secure at all times.</li> <li>• To maintain an accurate log of equipment usage.</li> <li>• To keep up to date knowledge of Health &amp; Safety legislation.</li> <li>• To attend any mandatory training as and when required.</li> </ul> <p><b>General Duties</b></p> <ul style="list-style-type: none"> <li>• To be able to work unsocial hours, including weekend &amp; evening duties with due notice being given.</li> <li>• To be able to communicate effectively with school management, pupils and general public with tact, diplomacy and patience.</li> <li>• To inform the line manager when products and materials are low for ordering.</li> <li>• To be able to work in a team or on your own depending on the task in hand.</li> <li>• Carry out such other tasks deemed necessary and reasonable within the Estates Department at the Head Groundsman's discretion.</li> </ul>

You may also be required to undertake such other comparable duties as the School requires from time to time.

## PERSON SPECIFICATION – DEPUTY HEAD GROUNDSMAN

Saint Ronan's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	<b>Essential</b> These are qualities without which the Applicant could not be appointed	<b>Desirable</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to a good standard of general education, numeracy and literacy</li> <li>• Full and relevant driving licence (to include trailer entitlement)</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ2 or equivalent</li> <li>• PA1, PA2 and PA6</li> <li>• Chainsaw Certificate</li> <li>• Up to date knowledge of Health &amp; Safety</li> <li>• Knowledge of working in conservation areas and AONBs</li> <li>• Experience of working in an educational environment ideal, but not essential</li> </ul>	<i>Certificates</i>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• An experienced grounds person with a reputation for excellence</li> <li>• Thorough knowledge of sports surface maintenance</li> <li>• Competent understanding of Health &amp; Safety regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of wider estates work eg woodland management</li> <li>• Farm Animal Management</li> </ul>	<i>Application form and references</i>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Capable of undertaking all aspects of Groundsmanship and the physical challenges of the post</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of working with synthetic sports pitches/surfaces</li> </ul>	<i>Application form, references and interview</i>

<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Ability to self-motivate and encourage other staff in a team environment</li> <li>• Excellent organisational and administrative skills with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.</li> <li>• Able to work independently and as part of a team.</li> <li>• Ability to establish good working relations at all levels of the Institution – with students, teachers, senior management</li> <li>• Self-motivated, with the ability to use initiative and manage own time and resources effectively</li> <li>• Demonstrates a positive and helpful approach</li> <li>• Able to deal with confidential information with sensitivity and discretion</li> <li>• Ability to be flexible to meet the needs of the School</li> </ul>		<i>Interview and references</i>
--	---	--	---------------------------------

Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the performance management process.

You may also be required to undertake such other comparable duties as the School requires from time to time.