



ST JOSEPH'S COLLEGE

Appointment of

Grounds Manager

Closing Date: 16 April 2024

(we reserve the right to interview and appoint ahead of the closing date)

The Responsibility

- Responsible for the preparation and maintenance of sports and amenity surfaces for the end user.
- Supervise sporting programme e.g. timetables for surfaces.
- Regular meetings with the Sport and marketing to plan events schedules
- Maintain a budget overview of operational and capital expenditures, in addition to the procurement of resources
- To maintain all aspects of the College Grounds that fall under your area of management
- To ensure that all grounds plant and machinery are maintained to the manufacturer's specified standard and that manufacturer's servicing schedules are adhered to, repairing any defects as and when they arise.
- To oversee the Grounds staff on a day to day basis, ensuring that they work in a safe manner and to agreed standards.
- To ensure a safe working environment in the adhering to safe working practices.
- To work to the HSE approved codes of practice and adhere to COSHH assessments. Whilst assessing/ creating and implementing risk assessments
- To work on a general development plan in conjunction with the Director of Business Development and Operations, to improve to raise the standard of the school's sports facilities.
- Ensuring that a positive impression of the College is given to pupils, parents, visitors and colleagues at all times.
- Supporting the work of the Estates department, and delivering its strategic outcomes.



- Conduct basic risk assessment, develop contingency plans and be able to respond to emergencies. Actively promote safe practices by others.
- Support the efficient use of resources. Gather and record information to develop trend data and analyse past usage. Make recommendations for improving the best use of resources and playing surfaces.
- To assist with non-grounds tasks as and when required by the Estates and Facilities Manager
- Caring for and maintaining the sports pitches across the campus, including liaising with the Director of Sport and relevant teachers as to ensure that, wherever possible, the surfaces are available to meet the requirements of the daily curriculum and fixtures programme. These include all-weather courts and sports pitches.
- Maintaining and managing the hard landscape, gardens areas on campus to create an outstanding first impression for visitors and maintaining excellent facilities for students and staff.
- Reporting any issues relating to the grounds to the Estate & Facilities Manager.
- Leading on whether facilities are safe and fit for play, particularly daily curriculum usage and competitive fixtures scheduled to take place outdoors on grass, artificial or hard-court surfaces.
- Being responsible for the tendering and management of contractors undertaking grounds services - including specifying work and ensuring compliance with health and safety and other statutory requirements.
- Being responsible for the undertaking of a tree survey, the ongoing care of trees and their maintenance as well as external fences and bushes that form site boundaries.
- Maintaining pathways and access points.
- Attending weekly coordination meetings with the Director of Sport and other members of the Sports Team.

- Maintain awareness of industry developments and propose how these will impact on the College.



General Maintenance

- Ensuring that all grounds equipment is maintained to a safe and serviceable condition and workshop facilities are kept clean and tidy.
- Assisting in the clearance of ice and snow when necessary.
- Ensure the site is free of litter, liaise with the student and staff committees regarding waste and green agendas
- Plan and implement schedules of work for the Clearing of drains, hoppers, gutters etc.
- Repairs and maintain fencing, gutters, down pipes etc. as necessary
- ensure footpaths and external entrances are tidy and presentable
- Cleaning and maintaining School signs when necessary.
- Checking the play and sports equipment and other external facilities on a regular basis.
- Reporting any issues relating to the grounds to the Estate & Facilities Manager.

General

- liaise with sports staff, setting up pitches for matches on Saturday mornings.
- The Ground staff may occasionally be asked to work overtime to carry out duties before and/or after sports events etc.
- To work together with the rest of the Site Team as and when necessary.
- Undertaking any training deemed necessary to carry out your duties in a safe and effective manner.
- To ensure that quality of work is always of a high standard
- Line managing the grounds team and dealing with holiday, sickness, and day to day tasks.
- Ensuring that all staff are properly trained and undertaking annual performance reviews with line reports.
- Negotiating, purchasing and managing the safe storage of all consumable materials.



Other Duties

- Playing a full part in the life of the College community, supporting its mission, ethos and policies.
- Setting high personal standards of dress and appearance, attendance/punctuality and discipline/behaviour, upholding the staff code of conduct at all times.
- Actively engaging in safeguarding practice and health and safety awareness around the Campus.
- Committing to personal professional development, including active engagement in staff training and the performance review process.
- Complying with relevant college policies and procedures at all times.



The Environment

St Joseph's College is an independent school with Christian values that gives students space to thrive. Being part of the St Jo's Community is a one-in-a-lifetime experience. We provide a stable foundation for students and we take happiness very seriously.

At St Jo's we support the intellectual, spiritual, physical and emotional growth of every pupil. We firmly believe that children who thrive are the happiest of all and this creates an environment that is inspirational for staff as well as students.

An energetic forward-thinking college, St Jo's is a day and boarding school for boys and girls aged 2-19 years.

The College proudly hosts one of the world's most prestigious schoolboy sporting events – the National Schools Rugby Festival; hosted by the College in October each year, the Grounds Manager and their team lays a fundamental role in fulfilling



Person Specifications

CRITERIA	NECESSARY REQUIREMENTS	* M.O.A.
<p>EXPERIENCE (Required to do the job) Consider type, paid, unpaid, depth</p>	<ul style="list-style-type: none"> • Knowledge to prepare, maintain and improve College natural turf and hard surface sports facilities (E) • Understanding methods and materials for sports pitch renovation (E) • Horticultural experience to continue to develop existing flower beds and shrub borders (E) • Understanding of working to and managing a budget (E) • Liaison with staff, children, families and members of the public (D) 	<p>A+I A+I A+I A+I</p>
<p>SKILLS AND ABILITIES Consider level and type e.g. written, verbal, numerical, supervisory or other job related skills including suitability to work with children and/or vulnerable adults</p>	<ul style="list-style-type: none"> • Ability to run a budget efficiently and effectively (E) • Punctual & reliable (E) • Basic mechanical skills (E) • Ability to organise, prioritise and complete tasks efficiently (E) • Ability to work effectively as part of the whole College team (E) • Practical ability to problem solve and use initiative (E) • Ability to carry out necessary Health & Safety checks and maintain log books (E) • Write and review risk assessments to monitor safe working practices for the grounds team • Estimate resources and plan work projects • Basic literacy and numeracy to complete forms etc (E) • Good verbal skills in order to communicate effectively face-to-face with staff and pupils (E) • Liaise with sports staff over sports surfaces and timetables (E) • Ability to manage and supervise Ground Staff (E) • Train, motivate and develop staff (E) 	<p>A + I A + I A + I A + I A + I A + I A + I</p>
<p>EDUCATION / QUALIFICATIONS / KNOWLEDGE Consider level and type e.g. vocational training, job-related</p>	<ul style="list-style-type: none"> • NVQ level 2/3 Sports Turf Maintenance qualification • Hold PA1 and PA6 spraying certificate • Attendance at courses related to sports pitch management and horticulture. (E) • Flexible approach to the needs of the College (D) • Relevant record keeping to develop trend data (D) • Awareness of Health & Safety (D) • 	<p>C C C A+I A+I A+I</p>

<p>OTHER REQUIREMENTS Hours of work, rota patterns, working conditions, location and the requirement to drive should be stated if essential to the job</p>	<ul style="list-style-type: none"> Enhanced CRB Disclosure is required to do this job. (E) Willing to work outside normal hours if required (E) Willing to undertake relevant training (E) Willingness to maintain confidentiality on all school matters (E) 	
<p>COMMITMENT TO EQUALITY AND DIVERSITY Consider the level of understanding and knowledge required</p>	<ul style="list-style-type: none"> Ability to understand and demonstrate a commitment to equality and diversity. 	
<p>COMMITMENT TO SERVICE DELIVERY/CUSTOMER CARE Consider level of knowledge required</p>	<ul style="list-style-type: none"> Experience in a customer-facing role (E) 	A+I

METHOD OF ASSESSMENT (* M.O.A.)

A = APPLICATION FORM, **C** = CERTIFICATE, **E** = EXERCISE, **I** = INTERVIEW, **P** = PRESENTATION, **T** = TEST, **AC** = ASSESSMENT CENTRE