



Job Description

1. **Job Title** Grounds Person
2. **Responsible to:** Head Groundsman/Deputy
3. **Job Summary:** Maintenance of the Eastbourne College Sports Facilities, Amenity Areas and all associated Grounds Equipment
4. **Duties and Responsibilities:**
 - a) To practice and ensure individual good working principles by:
 - (1) Compliance with Health & Safety legislation to ensure a safe personal working environment and those of colleagues.
 - (2) Compliance with hygiene and environmental requirements.
 - b) Attending induction, training and any development programmes recommended by the Head Groundsman.
 - c) Undertake the effective, efficient and timely maintenance and preparation of all playing surfaces to meet training and fixture requirements as directed by the Head Groundsman/Deputy. This includes playing surface surrounds not covered by the Gardens Contract. This requires the driving of motorised vehicles and associated machinery and equipment.
 - d) Maintaining the cleanliness of ancillary areas such as pavilions and score boxes.
 - e) Maintaining serviceability of associated grounds sports equipment such as posts and nets.
 - f) 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 recommendations for their replenishment.
 - g) Make recommendations to supervisor regarding improved work systems, labour and machinery utilization.
 - h) Maintaining an up to date knowledge of grounds maintenance policy, equipments and trends by such sources as trade magazines and exercising a culture of continuous improvement.
 - i) Other duties as directed and which might reasonably be regarded as within the nature, responsibilities and grade of this post as defined and as directed by the Head Groundsman.

Safeguarding Duties:

- a) 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 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 School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies.

- b) The post holder will be engaging in regulated activity.

5. Person Specification:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Possess a recognised qualification or NVQ level 2 or its equivalent • Full driving licence 	<ul style="list-style-type: none"> • Health and safety training • PA1, PA2, PA6 safe use of pesticides. • Driving licence includes trailer towing category (BE)
Knowledge	<ul style="list-style-type: none"> • Demonstrable knowledge of health and safety appropriate to work settings • Knowledge and understanding of modern working practices 	<ul style="list-style-type: none"> • Working knowledge of Microsoft Office applications
Relevant Experience	<ul style="list-style-type: none"> • Previous experience of working in sports ground maintenance • 	Experience of servicing associated machinery and equipment
Skills	<ul style="list-style-type: none"> • Ability to utilise a broad range of skills to fulfil the role • Ability to work on own initiative, as part of a team and with flexibility to meet the needs of the College • Problem solving, planning and organising skills • Ability to recognise a job well done • Ability to understand and implement instructions • Good verbal communication skills appropriate in a school environment • Ability to interact with pupils, staff and visitors 	
Other	<ul style="list-style-type: none"> • Self-motivated • Positive and enthusiastic • Flexible and open to change • Approachable, good listener • Tactful and diplomatic 	<ul style="list-style-type: none"> • Own vehicle

6. Terms and Conditions

Salary: Competitive

Hours of Work: Normally 8.00am – 4.30pm Mondays to Fridays, with occasional weekend cover. Flexibility is essential as the actual hours of work are based primarily on need and as such the hours worked will vary according to the time of year, weather conditions and demands of the College sports programme.

Pension: After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you will be required to contribute 3% also. You may choose to opt out of the pension scheme.

Holiday: A total of four week's annual holiday plus Bank Holidays to be taken by agreement with the Head Groundsman.

7. Safeguarding Statement

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

8. Application process:

To apply, please follow the link below to complete the mandatory application form:

www.cognitofoms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm

Alternatively, visit www.eastbourne-college.co.uk/contact/employment-opportunities/ and click the 'Apply Now' button.

A letter of application and an up-to-date CV should be uploaded with this online application form.

For further information, please contact Marian Piper, Recruitment & HR Projects Manager, by email: hr@eastbourne-college.co.uk or tel: 01323 452239.

The closing date for applications is noon on **Friday 8 October 2021**.