

# GROUNDSPERSON

## JOB DESCRIPTION

*Reports to: Grounds Manager*

## ABOUT JOHN LYON

Founded in 1876 as an Independent day school for local boys, John Lyon is one of the top independent day schools for boys in the UK. We are also very excited to have announced recently that this will be changing in 2021 when the school starts to phase in coeducation.

We pride ourselves on our broad yet balanced curriculum and ability to tailor an education to meet the individual needs of our students. Our ethos is to treat every child as an individual, strive for academic excellence and provide outstanding pastoral care whilst offering a broad range of opportunities outside of the classroom. The 2019 ISI inspection found the School to be rated the highest possible 'Excellent' in the two main areas of Educational Quality. The School has been accredited EdTech50 and is a Microsoft School.

The School campus is spread across six buildings and a 25-acre mixed sporting facility in Harrow-on-the-Hill and is part of John Lyon's Foundation. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.



**AMBITION**



**EXCELLENCE**



**INNOVATION**



**RESOLVE**



**HERITAGE**



**COMMUNITY**



**CREATIVITY**



**ENQUIRY**

## THE DEPARTMENT

The Grounds team are responsible for the planning, maintenance, preparation and usage of the different playing surfaces and work closely with the Sports Department and Director of Operations as part of a wider Estates Team to ensure the optimum delivery of surfaces both to the School community as well as other users.

# PRINCIPAL RESPONSIBILITIES

## Grounds

- Support the Grounds Manager and other Grounds persons in the smooth running and safe use of the School's playing surfaces.
- Assist the Grounds Manager in usage of the surfaces in adverse weather conditions
- Move and set up equipment for school activities and private hires
- Undertake routine preparation, cultivation, setup landscaping, minor construction and maintenance work on a range of sports facilities and surfaces.
- Clean machinery sheds, yard, outhouses and maintain all school buildings across various sites.
- Ensure that vehicles, machinery and equipment used are regularly, checked and maintained in accordance with routine operating requirements.
- Help to remove snow during inclement weather from surfaces to make them safer for users.
- Carry out general maintenance tasks, development work and light labouring duties as and when required.

## Health and Safety

- Ensure all tasks are undertaken to a safe standard in accordance with industry regulations, risk assessments and method statements
- Promote and contribute to a strong Health and Safety culture, for self and others.
- Ensure the safe use, storage, calibration and disposal of pesticides and other hazardous substances.
- Ensure the safety and security of the premises, including work areas, offices and vehicles
- Ensure work area is kept clean and tidy, regularly check the condition of firefighting and detection equipment and immediately report any defective or discharged appliances to Grounds Manager
- Undertake weekly and monthly health and safety checks (e.g. legionella, alarm systems)
- Respond to emergencies, including liaising with the School's security function

## General

- Hours will be flexible throughout the year to meet the needs of the school and to facilitate private hires and will cover a working week of Monday to Friday with weekend shift patterns
- Hours will total 40 per week with changes to the hours based on the seasons requirements
- Feedback any suggestions to Grounds Manager regarding improved work systems, labour and machinery utilisation.
- Along with the other Grounds persons, provide cover for the Grounds Manager when absent.
- Establish and maintain effective working relationships with colleagues, the wider School community and other users of the playing fields.
- Work at the Main School site as required, e.g. inclement winter weather, staff shortage, etc.
- Unsocial hours working hours will be required on occasions to meet the School's needs, such as weekends, after-school or special events.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

# GROUNDSPERSON

## PERSON SPECIFICATION

In making an appointment at John Lyon we look for the person who, during the selection process, best demonstrates their skills and abilities as follows:

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS &amp; KNOWLEDGE</b>		
<ul style="list-style-type: none"> <li>GCSEs or equivalent</li> </ul>	X	
<ul style="list-style-type: none"> <li>City and Guilds Level 2 Certificate in Sports and Amenity Turf Maintenance or equivalent qualification</li> </ul>		X
<ul style="list-style-type: none"> <li>Full UK driving licence</li> </ul>	X	
<ul style="list-style-type: none"> <li>PA1 &amp; PA6 spraying and/or Chainsaw licence</li> </ul>		X
<ul style="list-style-type: none"> <li>IT literate</li> </ul>		X
<b>SKILLS &amp; EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>Grounds and/or general labouring experience</li> </ul>		X
<ul style="list-style-type: none"> <li>Able to assess a job, obtain materials and carry out the work to a high standard of workmanship</li> </ul>	X	
<ul style="list-style-type: none"> <li>Capable of working with a wide range of machinery and tools (power tools and training are provided by the school)</li> </ul>	X	
<ul style="list-style-type: none"> <li>Ability to tackle heavy work, lifting and carrying out general labouring tasks, in accordance with safe H&amp;S practices</li> </ul>	X	
<ul style="list-style-type: none"> <li>Honest, trustworthy and reliable</li> </ul>	X	
<ul style="list-style-type: none"> <li>Able to work outdoors in all weather conditions</li> </ul>	X	
<ul style="list-style-type: none"> <li>Good interpersonal skills with the ability to build working relationships with users of the playing fields</li> </ul>	X	
<ul style="list-style-type: none"> <li>Able to work unsupervised as well as part of a team</li> </ul>	X	
<ul style="list-style-type: none"> <li>Able to work quickly and calmly whilst under pressure</li> </ul>	X	
<ul style="list-style-type: none"> <li>High standard of personal presentation, organisation and tidiness</li> </ul>	X	
<ul style="list-style-type: none"> <li>Enthusiastic and self-motivated</li> </ul>	X	

The post holder's responsibility is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's 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 pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.