



TONBRIDGE
SCHOOL

GROUNDS PERSON



THE DEPARTMENT AND POST

The Grounds Department plays a vital role in supporting the life of the School by ensuring that the campus grounds and sports facilities are maintained to the highest possible standard. The department is responsible for the preparation, presentation and ongoing care of grass pitches and synthetic surfaces used for training, competitive fixtures and special events throughout the year. Working closely with the School's sports programme, the department helps to create safe, professional and welcoming environments that enhance both performance and enjoyment for pupils, staff and visitors.

The Grounds Person is a key member of the Grounds Department. The post-holder is responsible for the preparation and maintenance of grass pitches for rugby, football and cricket, as well as synthetic surfaces for hockey, tennis and athletics. This includes carrying out daily maintenance tasks, operating and maintaining specialist machinery, and ensuring that all work is completed efficiently, safely and in line with Health and Safety regulations and risk assessments.

The role requires a proactive and flexible approach, with the ability to work both independently and as part of a team to meet the demands of a busy school environment. The Grounds Person will contribute to maintaining consistently high standards across the campus, adapt to seasonal priorities, and support the delivery of fixtures and events, including some weekend and occasional bank holiday working. Ongoing training and professional development are encouraged to ensure up-to-date working practices and continual improvement.

As part of the wider school community, the Grounds Person is expected to uphold the School's values, and actively support the School's commitment to safeguarding and promoting the welfare of children and young people. The post offers the opportunity to work in a varied, practical and rewarding environment, making a visible contribution to the daily life and success of the School.



JOB DESCRIPTION

Job Title Grounds Person

Reporting to Head of Grounds

Main Purpose To prepare and maintain the grounds, sports playing surfaces and fields within the School Campus, as directed by the Line Manager, to support the needs of the Schools' Sports training schedule, fixtures and special events.

MAIN DUTIES

- Prepare, maintain and present high-quality grass pitches for rugby, football and cricket, and synthetic surfaces for hockey, tennis and athletics.
- Prepare and maintain pitches and facilities for training, fixtures and events, including cleaning, sweeping, rejuvenation, marking out, mowing, strimming, weed control, and the setting up and taking down of equipment.
- Operate, maintain and care for grounds maintenance machinery and equipment, including tractor-mounted and pedestrian mowers, in a safe and efficient manner.
- Carry out routine grounds maintenance tasks such as mowing, scarification, aeration, leaf clearing, litter picking and debris removal across sports and non-sports areas.
- Undertake weed spraying and the application of fertilisers and other treatments, in accordance with training, legislation and best practice.
- Ensure the safe use of appropriate tools, equipment and machinery for each task, in full compliance with Health and Safety legislation, policies, risk assessments and safe systems of work.
- Take a proactive role in Health and Safety checks and promptly report any mechanical defects, damage or breakdowns to the management team.
- Maintain, erect, dismantle, store and check the condition of sports equipment, including goal posts, nets and hockey goals, ensuring they are safe and fit for use.
- Assist with the maintenance and minor repair of gates, fences, sheds and other outbuildings, and ensure the security of pavilions, garages and storage areas.
- Support the preparation of the site for events, including roping off areas and ensuring facilities are ready and presentable.
- Provide safe access across the School site during adverse weather conditions, including snow, ice or minor flooding, as required.
- Collect, store and manage lost property in accordance with School procedures, ensuring regular return to the main School site.
- Actively participate in relevant training and professional development to maintain and enhance skills, knowledge and working practices.
- Consistently deliver work to a high standard, meeting required specifications and contributing positively to the overall appearance and safety of the School grounds.
- Undertake any other reasonable duties as required by the Line Manager or designated staff.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere

to and always ensure compliance with the School's Safeguarding and Child Protection Policy. 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 he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Skills and Abilities

- Excellent verbal and written communication skills with an ability to deal with a wide range of people including School staff, boys and parents in a professional and friendly manner.
- Well organised, with flexible and professional approach.
- Ability to work on own initiative and able to see jobs through to completion.
- Team player with willingness to support others in their roles.
- Personal commitment to professional development to increase skills, knowledge base and up-to-date working practices.
- Reliable, honest and trustworthy.
- Hardworking, dependable, punctual and professional in approach to work.
- Highly efficient with the ability to work under pressure and to tight deadlines.

Knowledge and Experience

- Understanding of relevant and current health and safety, and industry legislation.
- Technical knowledge of industry standards and resources.
- Experience working in a similar role, preferably within a school environment.
- Experience with maintaining sports pitches and surfaces.
- Competent in the operation and maintenance of mowers, tractors, sprayers and attachments.

Qualifications

- Full UK driving licence
- Health & Safety

HOURS OF WORK

Full-time, all year-round, equating to an average of 41.5 hours per week, including Saturdays and Sundays on rotation.

Mid-April to early July:	Every Saturday from 8am to 12noon Approximately 1 in 4 Saturdays from 8am to 8pm Some Sundays from 8am to 8pm
September to mid-December:	Approximately 1 in 4 Saturdays from 8am to 5.30pm
January to March:	Approximately 1 in 4 Saturdays from 8am to 5.30pm

Flexibility to work some Bank Holidays may be required according to the School's event schedule. Bank holiday hours worked will accrue time off in lieu.

REMUNERATION AND BENEFITS

An annual salary of £26,897 plus a generous benefits package including:

- Pension scheme
- Annual leave plus statutory bank holidays
- CPD opportunities
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)

- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at:

<http://www.tonbridge-school.co.uk/jobs>

Apply via our online application form or, send your completed application form to:

[**hrdept@tonbridge-school.org**](mailto:hrdept@tonbridge-school.org)

01732 365555

Closing Date: Sunday 1 February at 12noon

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

TONBRIDGE
ONLY CONNECT

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TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press