

# ST MARY'S SCHOOL ASCOT

## Job Description and Person Specification

### Senior Groundsman

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

1. **Title.** Senior Groundsman.
2. **Location.** St Mary's School Ascot, St Mary's Road, Ascot, SL5 9JF.
3. **Background.**

St Mary's School Ascot is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the heart of Berkshire. We are a friendly, stable and caring community, proud of our academic and sporting achievements and dedicated to bringing out the full potential of each of our 380 pupils. We are committed to full boarding, with spaces for a few day pupils living nearby. We offer a stimulating range of extra-curricular activities which take place in the evenings and throughout the weekend. For further details see the website: [www.st-marys-ascot.co.uk](http://www.st-marys-ascot.co.uk)

The School benefits from a wide variety of purpose-built accommodation constructed over the last 115 years under the leadership of the resident order of nuns (Institute of the Blessed Virgin Mary) and latterly a lay Board of Governors. The main building, initially constructed in 1885, has been added to over the years with a variety of wings built to varying standard and quality. The main building is principally used for classroom accommodation, dining facilities and offices. Pupil accommodation is provided upstairs.

Surrounding the main building there are several stand-alone faculties including the Art, Music and Science Departments. More recently, the school has invested in two new flagship buildings: the Rose Theatre and the Orchard Centre sports complex and a new Upper Sixth accommodation unit with new staff housing and a stand-alone Pastoral Centre.

The grounds are principally dedicated to open playing fields and woodland. Within the grounds there are 12 houses used as staff accommodation. This includes Gilmuire, which is a large stand-alone residence converted into staff flats and Errollston House, formerly the convent, which has been converted into senior staff housing.

4. **Primary Role.** Senior Groundsman (SG) primary role is to maintain the grounds, gardens and external sports pitches to the highest standards
5. **Line Manager.** The Line Manager for the SG is the Estate Manager.

6. **Responsibilities.** The SG will have a key role supervising the work of the grounds staff. He will also be required to “roll up sleeves” and get involved in multiple activities across the site. The key elements of this role include but are not limited to:

- Act as the direct day to day supervisor of the grounds staff. The formal line management responsibility will remain with the Estate Manager.
- Take overall responsibility for the grounds, gardens and external sports facilities ensuring they are maintained to the highest standards. The Estate Manager will work closely with the Senior Groundsman to support him in this role.
- Proactively and imaginatively seek to improve practice and procedure with the grounds staff to improve the quality of the service offered by the Estate Department to the school.
- Oversee and supervise as necessary contractors engaged within the grounds to do, for example, weed killing, tree work, synthetic surface maintenance and road and footpath maintenance.
- In conjunction with the Estate Support Manager, manage and coordinate the support from the Estate Department to trunks at the start and end of term, car parking, event signage deployment and recovery, furniture moves and set up for events across the site.
- In accordance with the school’s H&S Policy, ensure that all activities undertaken by the Grounds staff are risk assessed as necessary and written risk assessments are produced for activities that carry a higher degree of risk. Take a proactive and keen interest in safety issues particularly when pupil, staff and visitors safety is concerned.
- When required, oversee and coordinate Estates Department support for the Sports Department in the provision of all sports activities, lessons and matches.
- Working closely with the Grounds Staff, ensure all equipment is maintained and serviced as required and that equipment is operated in accordance with the manufacturer’s instructions.
- Working with the Estate administrator oversee the waste and bin collections keeping all areas clean and tidy. Provide assistance to keep the Pet Shed area clean and tidy.
- Take responsibility for expenditure on resources as delegated by the Estate Manager.
- Coordinate the clearing and salting of paths and roads across the school site in times of frost or snow. This will require the SG to monitor the weather forecast in order to proactively salt the vehicle and pedestrian network across the school site. This may require some work at weekends.
- Be prepared to support the Bursar in a wide variety of roles across the school as dictated by the needs of the school.

7. **Person Specification.** The Senior Groundsman will require the following characteristics:

- A practical and pragmatic approach to work whilst being able to work calmly and efficiently under pressure.

- He or she must be proactive, being able to work in a busy and sometimes hectic environment.
- He or she must have a sense of humour and great patience.
- He or she must be committed to producing first class results at all times.
- He or she must be flexible in his approach to work and willing to cross boundaries; the support staff ethos at St Mary's School Ascot is to help and assist each other to resolve problems and not stand back because the issue is not within one's own department.
- He or she must be a team player, willing and able to 'roll up sleeves' and get involved with anything should it be necessary.
- A good knowledge of health & safety regulations, able to write suitable and sufficient written risk assessments and a willingness to act as a H&S champion within the department. (Training given if appropriate)
- Comfortable in communicating both verbally and in writing to all members of staff including senior management.
- Be able to provide excellent support for the Estate Manager and make recommendations accordingly.
- Comfortable in supervising an established team of ground staff

#### 8. **Terms and Conditions of Employment.**

- This is a full-time appointment based on approximately 40 hours per week. The incumbent is expected to be flexible in his or her attitude to hours of work and, as expected with a supervisory role, will manage working hours in line with the needs of the school.
- The SG will be expected to be in work between 8.00 am and 4.15 pm although this can be varied following discussion with the Estate Manager.
- The SG's hours take into account a 45 minute unpaid lunch break.
- There will be a regular requirement to support the school's activities in the evenings and at weekends, reflecting the full boarding nature of the school.
- The SG will be entitled to 28 days holiday during the first year rising to 33 days holiday in the second year and 38 days holiday in the sixth year; these figures include bank holidays. Bank holidays falling within the school term are working days.
- The SG will be required to complete a 3-month probationary period during which the notice will be 1 week by either side. The school reserves the right to extend this probationary period.
- The Senior Groundsman will be required to give 1 month's notice after completion of the 3-month probationary period.
- The annual salary for the senior groundsman will be £28,000.

9. **Applications.** A short letter of application, completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent by 3 February 2020 to: **Mr Trevor Clark, Estate Manager, St Mary's School, Ascot SL5 9JF.** First interviews will be held on 10 February 2020.