



JOB DESCRIPTION

HEAD GROUNDSMAN

Full-time Appointment

Job Title: Head Groundsman
Reporting Line: Deputy Bursar; the Bursar
Location: Hampton School; Hampton Pre-Prep and Prep School

The closing date for applications is **Monday 19 November 2018 at 9.00am**.

ABOUT HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the very best achieved anywhere, while the very wide range of co-curricular activities on offer provides each boy with the opportunity to shine and the means to explore new interests. Nearly all our leavers go on to undergraduate courses at Russell Group or equivalent universities/medical schools. Around 25 Hamptonians gain places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between staff and pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that our pupils and staff enjoy the use of first-class facilities across all areas of School life. These include a state-of-the-art, all-weather 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Science, Technology, IT and Languages. In terms of future projects, we are looking forward next to the opening of our new Sixth Form Study Centre in Autumn Term 2018. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning as being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. A copy of the full ISI report can be found on the School website.

We hope you share our vision for an inspiring, modern and exciting education. Further information for prospective teaching staff can be found at www.hamptonschool.org.uk/vacancies/workingathamptonschool

Role Summary

The Head Groundsman reports to the Deputy Bursar and has key professional relationships with the Deputy Head (Pastoral and Co-curricular) and Director of Sport. S/he has overall responsibility for the provision of playing surfaces, sports pitches and other areas of the grounds (e.g. gardens and cloisters) to the highest possible standard across the sites within the Hampton School Trust.

Job Responsibilities

The successful applicant will be responsible and accountable for the following:

- Ensuring that the grounds team provides first-class playing surfaces, sports pitches and other grounds areas at all times
- The production, preparation, maintenance, supervision and day-to-day coordination of playing surfaces for sports and all other recreational areas (e.g. gardens and cloisters) to the highest recognised industry standards
- The cost-effective delivery of grounds-related services across the Hampton School Trust with due regard to time, financial and compliance pressures
- Planning, implementing, monitoring and evaluating all grounds-related work (e.g. playing fields, landscaping and facilities development projects) within the Hampton School Trust.

General

- To ensure that pupils, staff, parents and visitors have the best possible experience of using the playing fields and grounds across the sites within the Hampton School Trust
- To prepare, implement and monitor weekly, monthly and annual maintenance programmes within a rolling five-year plan in order to ensure the highest standards of playing surface presentation
- To ensure the efficient maintenance and availability of grounds-related resources at the School, including but not limited to:
 - Playing surfaces and School gardens and grounds
 - Project development and construction activities
 - Property or structures across the Hampton School Trust
 - Grounds-related machinery, equipment and materials
 - Irrigation systems
 - Grounds management IT systems such as Turfkeeper
- To recommend and guide the School's leadership team and those responsible for the sporting co-curricular programme on the most appropriate use of the playing fields and other grounds within the Hampton School Trust
- To liaise with the Director of Sport and heads of relevant sports to ensure their requirements are met
- To liaise with the Old Hamptonians' Association to ensure their requirements are met. The Old Hamptonians' Association have a club house on the site and own and use their pitches that are currently maintained by the School
- To recognise and embrace the importance of ensuring that School sports fixtures are fulfilled whenever it is reasonable for them to be played; to recommend 'no play' decisions to the Deputy Head and Director of Sport should this prove necessary
- To supervise grounds-related activities relating to the sporting programme (e.g. maintenance timetables for playing surfaces, car park control etc.)
- To determine the grounds-related needs of pupils, staff, parents and visitors and to promote the Hampton School Trust's relevant services and facilities whenever possible
- To provide front line grounds services in adverse weather conditions, including snow/ice clearance from pathways around the sites; to liaise with the senior leadership team about potential School closure in such conditions
- To be routinely present during Saturday fixtures and to coordinate the availability of other grounds staff on those occasions.

Budget Management and Procurement

- To prepare, propose, manage and monitor a grounds management budget, which incorporates labour resources, ground maintenance materials, external contractors' costs, machinery maintenance, purchase of new equipment, and capital works
- To prioritise grounds-related spending and to determine which work can be deferred if required
- To co-ordinate the negotiation, purchase, storage and control of all consumable materials, equipment and services in a cost-effective manner
- To ensure the availability of supplies, particularly emergency materials for adverse weather conditions
- To implement, under the guidance of senior staff, the grounds-related objectives within the facilities section of the School Development Plan.

Operational

- To maintain appropriate awareness of grounds industry developments and to inform senior staff of how these might affect the Hampton School Trust
- To ensure compliance with all relevant national and local regulations, including but not limited to the following: Health and Safety, First Aid, COSHH, environment management and employment
- To possess a thorough understanding of legislation relating to grounds-related chemicals and dangerous substances; to promote safe working practices at all times when grounds staff are using these
- To manage the grounds-related facilities, plant, buildings and equipment; to ensure that all grounds equipment is correctly stored, maintained and serviced
- Conduct risk assessments, develop contingency plans and be able to respond to emergencies. Actively promote safe practices of self and others. Respond to emergencies by using emergency equipment and calling assistance.

Staff

- To lead, motivate and develop the Grounds team to achieve their tasks, work schedules and objectives; to encourage maximum commitment and efficient service at all times
- To supervise contract staff who are conducting grounds-related work on Trust sites
- To assist in the administration of grounds staff induction, probationary periods and performance reviews
- To encourage the continuing professional development of all members of the Grounds team
- To hold regular team meetings and ensure that members of the team are up-to-date with developments Grounds Department and the Hampton School Trust.

Security Accountabilities

- To ensure the shutdown and security of School outbuildings at the end of the working day during term time and Half Term holiday periods
- To ensure that any security lapses or issues identified during the daily shutdown process are formally reported to the Deputy Bursar or Bursar on the same day
- To assist with general site security matters as required and determined by the Deputy Bursar
- To respond to out-of-hours security alerts as required by the Deputy Bursar or Bursar.

Training

To undertake relevant training courses within and outside the School to develop professionally and to increase proficiency and safety awareness.

Other

- To co-ordinate (in conjunction with the Deputy Bursar and Facilities Manager) on-site car parking requirements during the School week and for agreed weekend events
- To act as Fire Marshal and First Aider as required (N.B. Appropriate training is provided)
- To be a member of the School's Health and Safety Committee
- To procure and oversee the installation of Christmas trees for the Senior and Prep Schools
- To be a member of the School's Health and Safety Committee
- Any other reasonable tasks required by the Headmaster and/or Bursar and Deputy Bursar in association with the above role.

Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a "flavour" of the position and responsibilities and is not necessarily comprehensive, however, the employee may be called on to perform other tasks as directed by the, Headmaster or anyone acting on their behalf.

PERSON SPECIFICATION - SKILLS, QUALIFICATIONS AND EXPERIENCE

The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience.

- A commitment to the safeguarding and wellbeing of all pupils of Hampton School Trust
- Excellent knowledge in Grounds management with a minimum of five years' experience as a Grounds person with knowledge of cricket grounds, rugby and football pitches and artificial surfaces
- Minimum of two years' proven management experience
- National/Scottish Vocational Qualification Level 3 Amenity Horticultural and Sports Turf Management or IOG National Diploma in Turfculture or BTEC/HND/HNC in Turf Science and Sports Ground Management or City and Guilds
- Appropriate understanding of the relevant Health & Safety regulations, environmental management legislation and employment legislation
- Formal training in manual handling and risk assessment
- Budget planning and management
- A valid UK driving licence
- Excellent organisational skills, with a high degree of attention to detail
- Excellent written and spoken communication skills
- High professional standards and experience of working to deadlines and delivering results
- Excellent interpersonal skills
- A willingness to go the extra mile and a 'can do' approach
- A team-orientated approach and a capacity to work with a flexible outlook in support of fellow team members
- A professional appearance; a friendly, approachable and polite demeanour
- An ability to identify and complete tasks independently
- A flexible and adaptable approach in order to meet fast-changing grounds needs and priorities
- A willingness to assist and deal confidently with internal and external grounds-related enquiries.

Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are required to attend an interview, please inform the School.

Safeguarding

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 Policy and Procedures 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 Safeguarding Designated Persons or to the Headmaster.

HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

1. Salary

The salary will be based on the Hampton School Scale for Support Staff and will be commensurate with the successful candidate's skills and experience.

The Governors review salary Scales each year to ensure they remain competitive; it is paid by bank transfer on the 25th of the month, or next working day thereafter.

2. Hours and Holidays

To work such hours as shall be necessary to properly discharge the Head Groundsman duties whether such hours are within or outside normal school hours.

The remuneration package includes pay for holidays. All holiday is subject to prior approval by the Deputy Bursar/Bursar.

The annual leave entitlement is currently **26** working days plus public holidays and periods when the School is shut, for example usually between Christmas and the New Year (24 December to 1 January inclusive – dates may vary depending on weekends) and May additional School holiday day (the Tuesday after the bank holiday in half term).

Out of hours work may also be required and is to be agreed with the Deputy Bursar/Bursar in advance.

3. Probation

The appointment is subject to the satisfactory completion of a twelve months' probationary employment after which it will be confirmed or extended for a further period not exceeding six months.

4. Notice

The minimum period to terminate employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	3 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	3 months

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

Non-contractual Benefits to staff

1. Pension

The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme for support staff. Further details are available from the Bursar.

2. Death-in-Service Benefit

In addition to any Pension Scheme benefits, the School currently has an insurance policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy. Staff are automatically covered by this insurance policy.

3. Health Care Insurance

The School provides Health Care insurance for all members of staff earning above an annual threshold **only if they join at the start of their employment and subject to any terms and conditions and the School's eligibility requirements.** Further details may be obtained from the HR Department and Bursary. A Medicash healthcare cash plan is also offered. This is an opt-in insurance policy.

4. School Fee Reduction

Children of staff at Hampton School or Hampton Prep may, upon passing the entrance assessments, be eligible at the discretion of the Governors for fee remission on the basic tuition fees. Currently, the School also has an agreement with our neighbouring girls' school, Lady Eleanor Holles School, for a reduction in tuition fees. (Subject to the School's eligibility requirements).

5. Cycle to work scheme

The School allows staff with an employment contract for 12 months or more to purchase a cycle through the 'cycle to work' scheme to ride to work. Further details are available from the Bursar.

6. Personal Accident Insurance

Staff are covered for partial or permanent disability resulting from an accident, whether at School or elsewhere. Further details are available from the Bursary.

7. Drinks and snacks

Staff are provided with tea/coffee and light snacks at no charge.

8. School Lunch

A School Lunch is provided for staff at no charge. Members of staff at the senior school have access to a private staff dining room.

9. Sports Travel to School on Saturdays

Staff running teams may claim expenses for travel to/from School for Sports matches.

10. Use of private vehicle

Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or Headmaster, staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for mileage.

11. Blood Pressure

The School Nurse can check your blood pressure. She is not, however, able to give staff medical advice and staff must rely on their own medical adviser.

12. Counselling

One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling is required, then a charge may be incurred.

13. Sports Therapy

The School has a member of staff specialising in Sports Therapy, who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be incurred.

14. Multi-Gym

The School multi-gym is available for use by staff. Induction is required, and conditions apply. The school accepts no liability for use by staff. Staff also have access to the swimming pool at Lady Eleanor Holles School.

15. Sporting Facilities

Use of School sporting facilities is available, subject to availability. Any such use must be agreed in advance with the Bursar or Deputy Bursar, who will consult with the relevant Sport & PE Department staff. Use for events such as private parties may be available but will be treated and charged as a formal letting.

16. Parking

Staff parking on site is currently permitted, subject to availability of an approved parking space. All members of staff who wish to park on site must obtain a permit from the Bursary.

The above non-contractual benefits are currently available to staff. They are provided at the discretion of the Governors, who reserve the right to withdraw them without notice.

Further details of the School are available on the website.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

October 2018