

JOB DESCRIPTION

JOB TITLE	Grounds Manager
DEPARTMENT/SECTION	Estates Department
LINE MANAGER	Estates Manager
<p>SAFEGUARDING:</p> <p><i>Forest School is committed to safeguarding and promoting the welfare of children.</i></p> <p>The postholder will be required to;</p> <ul style="list-style-type: none"> • Complete an Enhanced Disclosure and Barring Check (DBS). • Complete Child Protection Training. • Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact. 	
<p>JOB SUMMARY:</p> <p>Games and a full sporting curriculum form an integral part of school life at Forest. The playing fields and sports facilities, over two sites, cater to multiple sporting activities throughout the year.</p> <p>We are looking for a committed, experienced, and passionate full-time Grounds Manager with excellent knowledge of machinery and sports pitch maintenance. This role will play a crucial part in ensuring that the quality of our grounds and school pitches are at the highest standard. This is a fulltime role which will involve working on a Saturday.</p> <p>This role reports to the Estates Manager and School accommodation may be offered as part of this role.</p>	
<p>KEY DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Oversee the care and maintenance of all the sports pitches including liaising with Director of Sport to ensure that the surfaces are available to meet the requirements of the fixtures programme. These include all-weather tennis and sports pitches. • Management of all staff employed in the Grounds Department. This includes effective allocation of tasks and training to staff and annual appraisals and recruitment to the team. • Accountable for the preparation and maintenance of cricket squares throughout the season. • Oversee the maintenance and management of all pitches using mowers and machinery (tractor mounted and pedestrian) – regular mowing, scarification, aeration, and fertilisation. 	

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- Ensure that all materials and equipment are procured effectively for the department.
- Erection, maintenance, dismantling and storage of all sports equipment, including goals and nets as requested by staff.
- Ensure the sports facilities let out during school holidays are set up accordingly.
- Tendering and management of any additional contractors undertaking grounds services.
- Maintaining and repairing all ground's machinery, including regular cleaning to ensure and maintain their good working order.
- Welcoming and directing schools visiting Forest to play fixtures across the site (including weekends).
- Management of pitch allocation for games & activities in conjunction with the Director of Sport.

TERMS OF EMPLOYMENT:

Term Time : 08:00am -17:00pm. Working five days a week Monday – Saturday. Saturday will be a normal working day.

Holidays : Entitled to 30 days annual leave which must be taking during Forest School Holidays.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Line Manager.

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