

Job Title	Assistant Head of Grounds
Job Family	Estates and Facilities Management
Line Manager	Head of Grounds & Gardens
Key stakeholders/Internal Customers	Exec, SMT, Directors of Sport, Enterprises
Hours	<p>Michaelmas, Lent and School holidays: Monday – Friday 8.00am – 4.00pm with an hour for lunch (unpaid). Saturday 8.00am – 10.30am (1 in 2 during term time). Summer Term: Monday – Friday 7.30am – 16.30pm with an hour for lunch (unpaid). Saturday 8.00am – 10.30am (1 in 2 during term time).</p> <p>Full Time - 52 weeks. Flexibility required to support evenings/weekends/out of hours on ad hoc or requirement driven basis.</p>
Holidays	25 days paid holiday plus the Bank Holidays and the Christmas close-down. Where Bank Holidays fall in term time they are classed as working days; this usually only happens with the early May Bank Holiday.
Location	As necessary across all School sites, but predominantly based at the senior site
Benefits	Employer Pension Scheme Sports Centre Membership
Salary	Up to £30k

Role Overview and Responsibilities

The Assistant Head of Grounds role purpose is to support and assist the Head of Grounds and Gardens in maintaining the grounds, gardens and outdoor spaces of Repton and Repton Prep, ensuring they are safe, visually appealing and well-maintained at all times.

Critical to the role is the requirement to maintain sports pitches and grounds to the highest possible standard and to ensure that the grounds adhere to the relevant policies, health and safety legislation, environmental regulations and best practice at all times.

Responsibilities

- Deputise for the Head of Grounds and Gardens in his absence
- Supervise and carry out routine preparation and maintenance work in relation to playing surfaces in accordance with the relevant sport's best practice
- Ensure the initial marking out and setting up of playing surfaces is to a high standard
- Assist the Head of Grounds and Gardens in delivering weed control, fungicide, fertilisation and a nutrition program for the playing surfaces

- Provide feedback on team performance while also helping develop team members' skills
- General horticulture planting, watering, weeding, irrigation, pruning and small tree work, topiary and small box hedging, leaf clearance and border work across the Schools
- Assist the Head of Grounds and Gardens in ensuring the safe operation of all grounds equipment and vehicles
- Liaise with and monitor contractors as required
- Carry out any other duties within the scope, spirit and purpose of the job as required by the Head of Grounds and Gardens

Health & Safety

- Ensure that pathways, playgrounds, and outdoor areas are free of debris, hazards, and litter.
- Conduct regular inspections of outdoor areas and report any issues (e.g., damage to fences, equipment, etc.).
- Ensure the grounds are safe and accessible for all students, staff, and visitors.
- Use tools and equipment safely and in compliance with school policies.
- Assist the Head of Grounds and Gardens in maintaining proper storage of equipment and materials: ensuring the safe use, storage, calibration and disposal of pesticides, herbicides, fuel, oils and other similar substances including regular review of risk assessments and COSHH data.
- Ensure work areas and the School Grounds are kept clean, safe and tidy and that Grounds buildings are kept secure at all times.

Person Specification

The Assistant Head of Grounds will possess enthusiasm and commitment to grounds maintenance and horticulture as a career.

- You will enjoy working as part of a team but also need to be able to use your own initiative and have a flexible approach.
- This is a physically demanding role which will also be involved in the maintenance and development of our grounds, outdoor facilities, gardens and landscaping.
- The successful candidate should be able to evidence their reliability and be amenable to some flexibility in working hours according to the needs of the seasonal workloads.
- Punctuality is an important part of the function of the Grounds Department as well as a methodical approach to day-to-day work and the ability to prioritise workloads.

Relevant Prior Experience and Qualifications

- Experience in maintaining and delivering high quality sporting surfaces to broad range of disciplines.
- Knowledge of relevant Health and Safety.
- Qualified to NVQ level 3 or above in grounds care, greenkeeping or equivalent.
- Spraying certificates PA1, 2 and 6 (Desirable)
- Experience in all aspects of grounds maintenance including hybrid, artificial surfaces and a working knowledge of horticulture and gardens.
- Experience in the use of turf care equipment.
- Competent IT Skills

- Experience of managing teams of operatives, planning and organising workloads, allocating duties and monitoring performance
- Have a good mechanical knowledge of equipment and be able to assist with routine maintenance.
- Ability to use a wide range of turf care equipment.
- A strong knowledge of Cricket pitch preparation

Please note: a Full UK driving license will be required for this role.

Candidate Profile

- High energy, resilient, can-do attitude, proactive with a customer focussed approach.
- Strong work ethic, keen to be involved in a culture of continuous improvement.
- Willing to learn and happy to work across a wide variety of playing surfaces and areas.
- Care and attention, particularly for all aspects of health and safety.

Other Important Information

Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Repton Prep.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at <https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf>