



## Job Description: Head of Grounds

Responsible to: Bursar  
Hours of Work: Full time, 52 weeks per annum  
Date of Job Description: March 2019

### JOB CONTEXT AND PURPOSE

Caldicott is one of the country's most prestigious Independent Boarding and Day Preparatory Schools for Boys. We are a flourishing school with around 250 boys from 7 to 13 years old, with all boys boarding in the final two years. We deliver a first class education, sporting provision and a rich variety of music, drama, arts and extracurricular opportunities in a friendly and supportive working environment.

The School is only 20 miles from central London in a beautiful location. It is located across the road from the beautiful woodlands of Burnham Beeches, in nearly 40 acres of green belt land. We have excellent sporting facilities including nine rugby pitches, eight small pitches, two cricket squares, four artificial cricket wickets, six artificial nets and a 300 m running track (seasonal). There are also two formal gardens within the grounds plus surrounding hedges and grass borders.

The role of the Head of Grounds is to manage the day-to-day preparation and maintenance of sports pitches, hard surfaces and school grounds and gardens. The role manages and leads an established team of two groundsmen and one Apprentice.

Caldicott is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

### MAIN TASKS AND RESPONSIBILITIES

1. The effective implementation of the annual grounds work programme or ad hoc works agreed with the Bursar. The main tasks in the programme are detailed at the end of this document (the list is not exhaustive and is subject to review).
2. Supervision and management of grounds staff
  - a. Job allocation and supervision
  - b. Setting rotas and weekend working, holiday planning
3. Communicate with sports staff regarding pitch allocations and times.
4. Ensuring the highest standards of grounds presentation across the whole school site, including gardens, playing fields, boundary fences, hedges and formal gardens, including Headmaster's house.

5. Maintenance and marking of all sports pitches and maintenance of all associated equipment (goal posts, scoreboards, mobile covers, sight screens etc).
  - a. Using professional judgement to ascertain when total pitch renovation is necessary and then to obtain quotes and supervise work
6. Maintenance of all grounds equipment and machinery:
  - a. Ensure the regular servicing of equipment, overhaul and emergency repairs of machinery and equipment as necessary.
  - b. Recommend to Bursar when plant or machinery needs updating or replacing.
7. Day-to-day running of boiler plants which serve the school:
  - a. Ensure oil stocks are at correct levels
  - b. Ordering of oil supplies
8. Ensure all Health and Safety standards are met in area of responsibility:
  - a. Keeping of accurate and up-to-date spraying logs
  - b. Ensure PPE is up-to-date
  - c. Ensure certification is valid (PA1, PA6 for tractor mounted sprayers)
  - d. Ensure grounds staff are trained, aware of and carry out safety procedures and responsibilities.

## GENERAL DUTIES

Undertake such other duties as are agreed to be in keeping with the general nature of the job.

## TERMS AND CONDITIONS

All other terms and conditions are those as referred to in your letter of appointment, contract and the Staff Handbook.

## ANNUAL GROUNDS WORK PROGRAMME

Time	Area	Tasks
<b>Summer Holiday</b>	Cricket Squares	Scarify, seed and top dress Rope off for start of term Repair outfield wickets
	Rugby / Football Pitches	Prepare goal posts for Autumn, paint as necessary Square up and mark pitches Put up posts using tower; put up posts with tractor mounted roller Maintain outfield Maintain and water 1 <sup>st</sup> XV pitch
	Sight Screens	Put away, remove slats and store
	Mobile Covers	Keep frames outside, remove covers and store
	Electronic Score Board	Store in shed
	Marquee Frames	Store in shed
	All grass areas	Weed kill, fertilise and keep mown
	Hedges	Cut all

<b>Autumn Term</b>	Rugby / Football Pitches	Maintain and ensure match ready for rugby – spiked, rolled, mowed, marked and flagged; keep surrounds tidy End of term – remove rugby posts and store Maintain and ensure match ready for football – spiked, rolled, mowed, marked, put up football goals and nets
	HM's garden	Mow lawns, tidy beds and borders
	Main drive, hard surface, front of school	Snow clearing
	Bonfire	Build
	Spens	Ensure ditch is cleaned out and outlet to pond is free flowing
<b>Christmas Break</b>	Pitches	Maintain, square up and mark football pitches on main field Put up goals and nets.
<b>Spring Term</b>	Pitches	Maintain and ensure at best for Sevens competitions and mini rugby festival
		Snow clearing as necessary
		Order seed, fertiliser, sand/soil Book Loader and Spreader
<b>Easter Break</b>	Pitches	Seed, top dress, fertilize. Spray as necessary Take down rugby and football goals and store in shed Take down electronic score board and store in shed
	Cricket	Prepare pitch Clean practice wickets and mark nets Mark artificial wickets on Spens Prepare sight screens and slats Prepare mobile covers, put covers on, make sure tyres are inflated Lower height of cut for summer Mow out and mark outfield wickets
	Athletics	Mark out 300 m running track
	Grounds	Weed killing around school buildings
<b>Summer Term</b>	Cricket	Scarify, mow, water and roll wickets on both squares (daily operation except watering) Mow outfield daily Mow outfield wickets 2 or 3 times per week
	Athletics	Keep track marked and roped off for events
	Grounds	Mow and strim areas by Headmaster's study, drive, inside and outside of school boundary, grass car park by hard surface, main lawn and banks Ensure grounds look their best for Speech Day. Also required to help with car parking on Speech day and with set up / clear down of hall for presentations.
	Gardens	Tidy and tend Headmaster's garden weekly
<b>Summer Break</b>	Cricket	Preparation and maintenance for biannual 20/20 cricket competition and 2 staff cricket matches
	Summer School	Pitch maintenance for one week of summer school
	"Back to Rugby"	Pitch maintenance for 2 days course