



Grounds and Gardens Manager Job Description

POST: Grounds and Gardens Manager

RELATIONSHIPS: The post holder is responsible to the Head of Operations.

FUNDAMENTAL TASK: Primarily responsible for upkeep of a multiplicity of grass sports pitches, mainly used for rugby, cricket, tennis and athletics. As well as this we have two high quality Astro turf pitches used for Hockey and Tennis that require regular maintenance. In addition, as part of the team, you will also ensure together with the Assistant Gardens Manager that the grounds, gardens, woodlands and amenity areas are maintained to the highest standards.

SPECIFIC DUTIES:

- Day to day management of the Grounds and Gardens Department, delivery of all aspects of the Grounds, Gardens and Landscaping requirements of Monkton Combe School estates.
- Ensure, upkeep and deliver a safe working environment and general practices for the Grounds and Gardens team. Comply with all relevant Health and Safety Regulations. Including suitable and sufficient training for high risk undertaking i.e tree work & cross cutting, spraying and machinery use.
- Daily maintenance of sports grounds, marking out all sports and preparation of all playing surfaces using appropriate methods and machinery.
- Organisation and management of all contractors on site associated with the Grounds, Gardens and Sports pitches.
- Organise and oversee the School programme of tree surveys and liaise with appropriate contractors to undertake surveys and corrective action.
- Organise and oversee playground equipment and surface safety, regular inspections and reporting of irregularities or hazards.
- Maintenance of ditches, paths, patios, gravel areas and removal/treatment of moss/algae, grass clippings and leaves etc.
- Competence in operation of horticultural machinery i.e ride on mowers, power tools, tractors and tractor achievements and associated plant.
- Maintain watercourses, assist with tree lopping, repairs to hard landscape areas including small projects, repair to dry stone walls etc.
- Ensure adequate upkeep repair and maintenance of machinery and plant, including regular safety and pre use checks.



- Undertake installation of fencing, sheds, raised beds and other landscaping projects .
- Carry out spraying, application of fertilisers, chemicals etc. and ensure spray records and training are maintained and kept up to date.
- Attend appropriate training courses to allow safe use of chainsaws and other power equipment for all members of the department in line with school policy and regulatory requirements as required and as agreed with the Head of Operations.
- Effective line management of the team members, creating and encouraging good working relationships, good lines of communication and team cohesion , including the CPD and development of each team member.
- Management and mentorship of Grounds and Gardens Apprentices including regular 1:1s, ensuring they receive sufficient training and opportunities to learn required skills, and meetings with their apprentice supervisor
- Other duties as required from time-to-time supporting other School departments, as defined by the Senior Management or Head of Operations, across all sites.

Note: The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.



Head of Grounds and Gardens Person Specification

	Essential	Desirable
Qualifications	<p>NVQ2 Amenity Horticulture (minimum qualification required) or equivalent</p> <p>Hold a full, clean and current Driving Licence (to include tractor driving and towing a trailer)</p>	<p>NVQ Level 3 Sports Turf Qualification or equivalent</p>
Experience	<p>Practical experience in horticulture</p> <p>Supervisor and/or People Management experience</p> <p>Turf management knowledge and practical experience</p>	<p>Previous experience in a Senior/Head Grounds and Gardens position</p>
Knowledge And Understanding	<p>Awareness of relevant Health & Safety requirements and regulations</p> <p>Safe working practices within a Gardens / Grounds department</p> <p>Writing and reviewing risk assessments</p> <p>Practical horticultural skills i.e. Mowing, Shrub/Hedge pruning, use of basic tools and machinery maintenance</p> <p>Knowledge of how own job fits into the activity and role of Monkton</p> <p>Child Protection & Safeguarding responsibilities</p>	
Skills	<p>IT Proficient in Word, Excel, G-Suite and Email</p>	



	<p>Excellent communication skills – written and verbal.</p> <p>Able to influence and challenge stakeholders appropriately to ensure best delivery of service for the school</p>	
<p>Personal Attributes</p>	<p>Honest, trustworthy, reliable and punctual</p> <p>Able to motivate and manage people</p> <p>Ability to prioritise and organise individual and team work commitments</p> <p>Awareness of the responsibilities of working in an environment with young people</p> <p>Ability to follow and implement instructions and work routines</p> <p>Committed to personal development</p> <p>Self-motivated, with an enthusiastic attitude</p> <p>Excellent attention to detail</p> <p>Sympathy with School’s Christian ethos</p>	



Head of Grounds and Gardens Terms and Conditions

Salary	The salary will be paid between scale £32,000 to £36,000 per annum on the Support Staff Salary Scale. The School's Support Staff salaries will normally be reviewed annually in September.
Hours of Work	Full time position – based on 40 hours per week x 52 weeks per annum. 5 days per week Monday to Friday from 7.30am – 16.00pm. The post-holders may be required to be included on the weekend call-out rota (approximately once every 4 weeks) and at any other time appropriate to a management position.
Pension	Monkton provides access to a stakeholder pension scheme as required by law. The School will comply with its obligations under the Government's auto-enrolment scheme at the relevant time. You will be provided with details of the scheme and your right to opt out in due course.
Holiday	33 days including bank holidays (pro rata for part time/part year). When a bank holiday occurs during term time this will be considered as a normal working day and the normal rules regarding holiday will apply.
Sick Pay	Membership of the School's Support Staff Sickness Scheme.
Lunch	Provided while catering facilities are functioning. You are entitled to a 30 minute unpaid break for lunch and a 15 minute mid-morning break.
Notice	This position is subject to a six month probation period during which one month's notice from either party applies. Following successful completion of the probation period three months' written notice applies.
Retirement	The normal retirement age for this employment is 65. However, the mechanics for compulsorily retiring employees have now been abolished so employees are required to provide notice in line with their contractual obligations, above, when they wish to retire.
Medical	All employees are subject to a medical report and to undergo a medical examination, if required.
Security	Monkton Combe School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service