



**ST EDMUND'S COLLEGE
& PREP SCHOOL**

Job Description

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role title:	Head of Grounds
Reporting to:	Bursar
Hours:	This is a full time post working a 40 hour week, normally 8.00am – 4.30pm, which includes a 30 minute, unpaid lunch break. During term time, a free lunch is available in the Refectory and you are also entitled to two, 15 minute breaks within the working day. You may be required to work an occasional evening or part of a weekend on College events.
Summary:	The grounds of the college consist of 400 acres, comprising parkland and sports facilities. Grounds near to the main buildings require regular maintenance.
Main duties and responsibilities:	<p>The Head of Grounds is responsible for coordinating landscaping efforts and related outdoor maintenance services, to train/manage grounds staff and ensure performance and quality.</p> <p>Responsible for maintaining equipment to uphold the highest standard for the grounds and sports facilities, efficiently managing the budget to ensure appropriate upkeep/maintenance of lawns, shrubs, and trees, in addition to the maintenance and repair of outdoor features, such as fences.</p> <p>College Grounds & Sports Pitches</p> <ul style="list-style-type: none"> • The maintenance of the College grounds and sports pitches. • Supervision of the grounds staff, including work shadowing, training, time-keeping and discipline matters. • The maintenance of equipment, servicing and keeping records. Also ensuring staff are trained on the equipment and recording training. • Security of buildings and equipment, to include the safe storage of chemicals and fuel. Updating the C.O.S.H.H. Register. • Managing the departmental budget. • Liaising with contractors employed by the College to ensure that all work carried out meets requirements. • All other works as directed by the Bursar. • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the College's code of conduct.
Line management duties and responsibilities	<ul style="list-style-type: none"> • Responsible for managing the Grounds team, maintaining employee holiday and sickness records, liaising with accounts and HR where appropriate, prioritising work schedules. • You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team and your line manager.

The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.

We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.