



JOB DESCRIPTION: HEAD OF GROUNDS AND GARDENS

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose:	To be responsible for the maintenance of top-level boarding school grounds, sports facilities and gardens.
Responsible to:	Bursar
Responsible for:	Deputy Head of Grounds and Gardens
Hours of work:	A full time (100%) role. Average of 40 hours per week (averaged over the year), with seasonal peaks and troughs. Scheduled rota weekend work as part of a wider team to cover matches and events. (When this happens, equivalent weekdays given off in lieu).

Overview

The School grounds and playing areas are of a high standard and contribute significantly to the success of the School and its pupils. The Head of Grounds and Gardens plays a key role in maintaining this standard, with responsibility for the maintenance of the School's grounds and sports facilities.

Under-pinned by a commitment to hard work and attention to detail, each and every member of staff, teaching and non-teaching, contributes to the outstanding team spirit that prevails at Witham Hall. Therefore, professionalism, flexibility, and a willingness to develop communicative, respectful and supportive relationships are all vital qualities.

Key Tasks

Day to Day

Grounds

- Maintenance and preparation of natural and artificial playing surfaces for the School's extensive programme of sports events and matches, both internally and externally. These include:
 - Grass sports (Rugby, Football, Cricket, Rounders *etc.*)
 - Hardcourt sports (Netball, Tennis *etc.*) and recreation (Playtime)
 - Astroturf sports (Hockey, Football, Cricket *etc.*)
 - Athletics (track and field)
- Maintenance of the School's outdoor learning area (The Wilderness).
- Maintenance of the School grounds and lawns.
- Maintenance of the School's boundaries, hedges, and curtilage.
- Maintenance of the School's driveways and parking areas.
- The safe use, operation and maintenance of equipment and machinery used in grounds maintenance.
- Reactive work to respond to unplanned events (*e.g.* storm damage, snow *etc.*).
- To take responsibility for the Gardens at School cottages.
- To provide a presence and service on match days to ensure the smooth running of home fixtures and the highest standard of provision, working closely with the Director of Sport.

Gardens

- Planting, pruning, feeding and general care of all garden areas.
- Hedge cutting as needed in the garden areas.
- Cultivate plants for pots, annual beds, bulbs *etc.*
- Responsibility to fruit cage and orchard.
- Weed control of all garden areas.

Areas of Management Responsibility

- To manage the workload and performance of the Deputy Head of Grounds and Gardens.
- Working to a budget, to purchase appropriate equipment and goods as required.
- To provide innovative ideas to enhance the estate.
- To advise the Bursar and Headmaster on major capital requirements as may be deemed appropriate.
- To ensure work of the Grounds and Gardens team is carried out in accordance with the Health & Safety regulations, and be an active member of the Health & Safety Committee as the representative for the Grounds and Gardens department.
- To oversee planned preventative maintenance programmes for equipment.
- To plan the rotation of pitches (*e.g.* the preparation of cricket wickets).
- To be responsible for managing the grounds and gardens staffing rota for fixtures and events.

Site security

- To be part of the School's wider team of on-site personnel, contributing to a rota of lock-up duties, stewarding at events, duties to respond to unplanned circumstances (*e.g.* snow) and other emergency events (*e.g.* evacuations). A School cottage is available to this purpose.

Knowledge, Skills and Experience Required

Essential

- Experience working in grounds and specific sports facilities.
- Dedication to sports and outdoor pursuits and a keen eye for high standards in this regard.
- Ability to meet the physical requirements of the role.
- Excellent interpersonal skills.
- Ability to manage and motivate others.
- Good knowledge of mechanical maintenance and repairs (and willingness to train further where required).
- Ability to work under own initiative.
- Enthusiasm, energy and commitment.
- Willingness to contribute to long-term planning of physical assets replacement and expansion programmes.
- Flexible approach to role.
- Recognition that the workload will be affected both by seasons and by School terms.
- Positive approach to learning in role and identifying own training needs as appropriate; the School would be willing to support learning as required on a mutually agreeable basis. The School currently works with the Grounds Management Association.
- Full driving licence.

Desirable

- Qualifications in cognate skills (*e.g.* spraying, tractor-driving *etc.*); training can be given otherwise.
- Arboricultural knowledge.

Hours

To work typically five days out of seven (unless mutually agreed overtime has been offered and accepted), which (particularly during term time) will include at least one weekend day. Over the calendar year, the hours will average to 40 hours per week though a strong seasonal 'bias' will exist to reflect busier times during the Spring/Summer to reflect the active growing season and busy fixture lists.

To work on match days, whether it be the School's own fixtures (during Term time) or those of external users (during Term time or School Holiday time).

Note

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.

- Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.