



<b>JOB DESCRIPTION</b>	
<b>JOB TITLE</b>	Head Grounds Operative
<b>PAY/GRADE</b>	Point 24, £25,934 per annum
<b>HOURS</b>	37 hours per week, all year round
<b>REPORTS TO</b>	Estates Manager
<b>LOCATION</b>	Peterborough College
<b>JOB PURPOSE</b>	
<p>The post holder will be responsible for the supporting the Estates Manager in the facilities management of the grounds and associated contracts to ensure the effective operation of the college for over 5000 Students. The needs of the college will require a flexible approach to shift work including some work at weekends.</p> <p>The premises are open primarily in term-times but there is a nursery open throughout the year. The college activities also involve occasional lettings of grounds facilities. A high standard of customer service care is essential for a prestigious establishment on a large site. Close liaison with the Estates Manager is essential on day to day basis.</p>	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> <li>• The production, preparation, maintenance, supervision and day to day co-ordination of playing surfaces for sports and all other recreational areas to the highest recognised industry standards.</li> <li>• The cost-effective delivery of grounds-related services across the college with due regard to time, financial and compliance pressures.</li> <li>• Planning, implementing, monitoring and evaluating all grounds-related work (e.g. playing fields, landscaping and facilities development projects) across the school site.</li> <li>• To ensure that students, staff, parents and visitors have the best possible experience of using the playing fields and grounds across the site.</li> <li>• To prepare, implement and monitor weekly, monthly and annual maintenance programmes within a rolling five-year plan in order to ensure the highest standards of playing surface presentation.</li> <li>• To liaise with curriculum sports team on what works are needed in their areas.</li> <li>• To recognise and embrace the importance of ensuring that the college sports fixtures are fulfilled whenever it is reasonable for them to be played; to recommend 'no play' decisions to the Health and Safety team should this prove necessary.</li> <li>• To determine the grounds-related needs of students, staff, parents and visitors and to promote the college relevant services and facilities whenever possible.</li> <li>• To provide front line grounds services in adverse weather conditions, including snow/ice clearance from pathways around the sites; to liaise with the Estates Management team with regard to potential the college closure in such conditions.</li> </ul> <p>Budget Management and Procurement:</p> <ul style="list-style-type: none"> <li>• To have input on the purchase of new equipment, and capital works.</li> <li>• To ensure the availability of supplies, particularly emergency materials for adverse weather conditions</li> <li>• To implement, under the guidance of the colleges environmental plan, the grounds-related objectives within the facilities section of the IEG development plan.</li> </ul>	



- You are responsible for the keeping recorded stock of consumables such as fuel, oils, lubricants, chemicals, seed, tools and equipment, both mechanical and manual. You will also be responsible for re-stocking requests.
- Carry out a monthly inventory check on all tools and machinery and report any discrepancies to the Leadership Team.
- To procure and oversee the installation of Christmas trees for the college, pre-prep and removal.
- To maintain appropriate awareness of grounds industry developments and to inform senior staff of how these might affect the Group.
- To ensure compliance with all relevant local regulations, including but not limited to the following: Health and Safety, environment management and horticultural knowledge.
- To possess a thorough understanding of legislation relating to grounds-related chemicals and dangerous substances; to promote safe working practices at all times when grounds staff are using these.
- To manage the grounds-related, plant, buildings and equipment; to ensure that all grounds equipment is correctly stored, maintained and serviced.
- Conduct risk assessments, develop contingency plans and be able to respond to emergencies. Actively promote safe practices of self and others. Respond to emergencies by using emergency equipment and calling assistance.
- Carry out site safety inspections every morning to maintain the safety of all, visitors and staff.
- To supervise any contractors on site who are conducting grounds-related work on site.
- Responsible for ensuring clear and safe pedestrian access to the College particularly in adverse weather conditions. e.g. snow clearing and gritting of the campus.
- Carry out and record regular inspections of the premises, contents and carry out repairs to equipment, plant, and fittings as required, internal and external, reporting to the Estates Team Leader those jobs that require external contractors.
- Ensure the site is tidy and clear of rubbish and debris to ensure health and safety standards are met and is to a high standard.

#### **OTHER**

- To participate in arrangements made in accordance with the Staff Appraisal system.
- To establish and maintain effective working relationships.
- To be aware of the need to take responsibility for your own personal development.
- To contribute to the development, implementation and evaluation of the school's policies, practice and procedures in such a way as to support the school's values and vision.
- To adhere to the staff dress policy maintaining a high standard of professional appearance.
- To promote the college at all times

**TERMS AND CONDITIONS**

<b>Contract</b>	Permanent – Business Support
<b>Pension</b>	Local Government Pension Scheme
<b>Holiday</b>	30 days per year, plus bank holidays and discretionary days
<b>Probation</b>	New appointees to the College are subject to a 6 months' probationary period
<b>Disclosure</b>	All employment offers are subject to a satisfactory fully-funded enhanced DBS check.
<b>Working Arrangements</b>	Normal working hours of 8:30am to 17:00pm Monday to Thursday, 8.30am to 4.30pm Friday (Start times may vary due to time of year)

**APPLICATION PROCESS**

<b>Closing Date</b>	
<b>Interview Date</b>	

PERSON SPECIFICATION Head Grounds Operative						
Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
<b>QUALIFICATIONS</b>						
Qualified to Level 3 in relevant trade	E		✓			
Good general level of education including Level 2 qualifications in English and Maths	E		✓			
<b>EXPERIENCE</b>						
Experience in facilities management		D	✓			
Experience with health and safety procedures	E		✓			
Experience in Managing Projects		D	✓			
Experience in Estates Department		D	✓			
Working successfully and influentially as part of a team	E		✓			
<b>KNOWLEDGE</b>						
Working knowledge of all Microsoft Office applications (Word, Excel, PowerPoint, Outlook)	E		✓	✓		
Good knowledge of Estates management operations	E			✓		
Good knowledge of health and safety and fire management	E			✓		
<b>KEY SKILLS</b>						
Excellent oral and written communication skills and the ability to communicate effectively at all levels	E			✓		
Good planning, organisation and administrative skills	E			✓		
Attention to detail and accuracy	E			✓		
Ability to work independently and as part of team with a track record in achieving individual and team results	E			✓		
Ability to work under pressure, prioritise and to meet deadlines	E			✓		
Excellent interpersonal skills/good at problem solving	E			✓		
Enthusiastic and self-motivated	E			✓		
<b>OTHER</b>						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
Evidence of a personal commitment to continuous professional development and training	E			✓		
Commitment to the IEG's core values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
Flexible approach to working practices	E			✓	✓	
Professional appearance and behaviour	E			✓	✓	
Good previous attendance record	E			✓	✓	
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References