



Job description	
Job Title	Grounds Manager
Responsible to	Bursar (<i>pending appointment of Director of Commercial Operations</i>)
Responsible for	Grounds team, equipment, and budget
Department	Grounds
Special working considerations	Weekend and evening working where required in order to successfully fulfil the primary objectives of the role
Date of job description	April 2021
Purpose of job and primary objectives	
<p>Calling upon your extensive experience in grounds management, you will lead and support the Grounds team in maintaining and developing industry standard playing surfaces and sports pitches, and first-class gardens and other grounds areas, ensuring pupils, parents, staff, and visitors have the best possible experience when using the College's outdoor spaces.</p> <p>Using your expertise you will recommend and guide each school's leadership team and those responsible for the sporting co-curricular programme on the most appropriate use of the College grounds, ensuring requirements are met and all fixtures played where reasonable, but recommending 'no play' decisions should this be necessary.</p> <p>On a weekly basis you will liaise with Heads of Sports/Directors of Sports regarding pitches and facilities for training and matches, and check weekly arrangements to ensure there are sufficient facilities for games afternoons which may mean rotating playing surfaces. You will attend games committee meetings and meet regularly with Director of Sport and Dep Head Co-Curricular as appropriate. You will work towards ensuring the flexibility of pitches/surfaces to accommodate as much access as possible.</p> <p>You will support the Commercial team and other parts of the College in ensuring we are maximising the use and profitability of our grounds, making recommendations for consideration by commercial leadership where applicable.</p> <p>You will prepare, propose, manage, and monitor the grounds management budget, an ongoing maintenance and development programme for grounds and machinery, and monitor and replenish stock, within the relevant College authorisation, delegation, and record-keeping frameworks.</p> <p>You will ensure a safe environment for all those working with, or using our assets and facilities, including carrying out risk assessments and implementing any recommendations or requirements, ensuring team members are adequately trained, and ensuring the security of equipment and the sites where required.</p> <p>You will lead and coach the Grounds team to become the best they can be, within a supportive and positive work environment.</p> <p>Working collaboratively across the College, you will provide operational leadership and support where required, to achieve the aim of delivering the best service to our internal and external customers and stakeholders.</p>	

Other general responsibilities:

Values and behaviours

- You will seek to uphold Clifton College's values in all you do, acting as a role model for junior members of the Grounds team, and all Clifton employees
- You will support the College in embedding our values and desired behaviours in order to promote a positive, respectful, compassionate, and inclusive culture and working environment

Equal Opportunities

- You will maintain an up to date knowledge of Equality and Diversity legislation and the College's Equality, Diversity, Inclusion and Belonging policies and procedures, in particular with regard to the recruitment and retention of staff.

Safeguarding

- You will have a good working knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff.

Health and Safety

- Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable

Professional Development

- You will maintain and update your own knowledge and skills in line with legislation and the needs of the role, and support your team in their continuous professional development.

What we are looking for:

Key Traits

Essential:

- Customer focused with a desire to continually improve the pupil, staff, parent, and visitor experience
- A curiosity and ability to learn and apply new concepts quickly
- Good critical thinking skills
- Collaborative approach to operational leadership and grounds management

Key Qualifications

Essential:

- A recognised horticulture/grounds management/sports turf science qualification

Knowledge & Experience required

Essential:

- Extensive grounds management experience including maintaining quality cricket, rugby and other sports pitches in accordance with current industry standards
- Experience in making recommendations for investment in facilities and pitches - ie logistical and financial planning of artificial pitch replacement / upgrading sports grounds
- Proven experience of leading, coaching, and developing a team of grounds/garden staff to

deliver an exceptional service and to adapt to new technologies and methodologies

- Experience of maintaining artificial turf pitches
- An interest in sports turf science and management
- Keen interest and experience in sourcing top quality grounds equipment with an awareness of the ever-changing technologies and industry advancements
- Excellent knowledge of health and safety requirements relevant to the post

Desirable:

- Experience of the independent education sector

Skills required

- Evidence based decision making
- Strong IT skills
- Excellent oral and written communication
- Strong planning, organisation, and record keeping skills

Desirable

- Excellent numerical and analytical skills
- The ability to process complex information in order to guide recommendations