

# PANGBOURNE

— A community where you can flourish —

## GROUNDSPERSON - JOB DESCRIPTION

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

|                             |                      |
|-----------------------------|----------------------|
| <b>Job Title:</b>           | Groundsperson        |
| <b>Reports to:</b>          | Senior Groundsperson |
| <b>Department:</b>          | Grounds              |
| <b>Hours per week:</b>      | 40 hours per week    |
| <b>Contract Type:</b>       | Permanent - All Year |
| <b>Probationary Period:</b> | 6 months             |

### Key working relationships:

Senior Groundsperson  
Director of Operations  
Works Department  
The Head  
The Bursar  
All Staff

### Job Summary

The Groundsperson will play an essential role in maintaining and enhancing the College's sports pitches, grounds and landscaped areas to an exceptional standard. Set in 230 acres of outstanding natural beauty, Pangbourne College is renowned for its green spaces. This is a hands-on position requiring experience, a passion for the outdoors and an eye for detail.

### Key responsibilities:

- Sports pitches maintenance and preparation. Maintaining rugby, football, cricket and artificial pitches. Tasks include mowing, marking, aeration and applying fertiliser.
- Grounds upkeep including maintaining lawns, woodland areas, pathways and planted beds. Support landscaping projects and perform seasonal tasks such as gritting and snow clearing.
- Equipment Maintenance and safety. Operating and maintaining Grounds machinery. Performing routine safety checks, servicing and reporting any faults.

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- Supporting the Senior Groundsperson in day to day operations.
- Adhering to Health and Safety protocols, including the safe use and storage of equipment and chemicals. Conducting regular checks, risk assessments and ensuring the team follows all safety regulations.
- Maintenance schedules and ensuring high standards of work.
- Landscaping and grounds improvement projects, ensuring these are delivered on time and completed. Assisting with the installation and maintenance of fencing, pathways and other hardscape features.
- Preparing and maintaining grounds for school events and functions. These include sports fixtures, open days and other College events.
- Flexibility to adjust working hours as needed for College operations.
- Working closely with other Departments including the Sports Department to ensure requirements are met and pitches are suitable for activities. Acting as a point of contact for the Grounds Department.
- Implementing sustainable practices in grounds maintenance such as recycling waste and minimising chemical use where possible.
- Ordering materials, supplies, equipment and managing purchase orders.

## **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her Line Manager.

The Job Description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College. This Job Description and accompanying documentation do not form part of the employment contract.

## **Child Protection and Safeguarding Policy**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

## **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College. The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.

## **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information.

All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

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## **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

*It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.*