

FROM SUPPORTING PASSIONS TO BUILDING CAREERS

TONBRIDGE ONLY CONNECT



Grounds Person

Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected, both here and internationally, for providing a world class education.

The School occupies an extensive site of 150 acres in the town of Tonbridge, in West Kent – just a 40-minute train journey from London Charing Cross. The town is frequently ranked within the top 20 “best places to live” in the UK, based on the results of the annual Halifax quality of life study which looks at a range of factors including health, earnings, safety, green spaces and life expectancy. The School is positioned at the top of the High Street, with our campus surrounded by outstandingly beautiful Kent countryside.

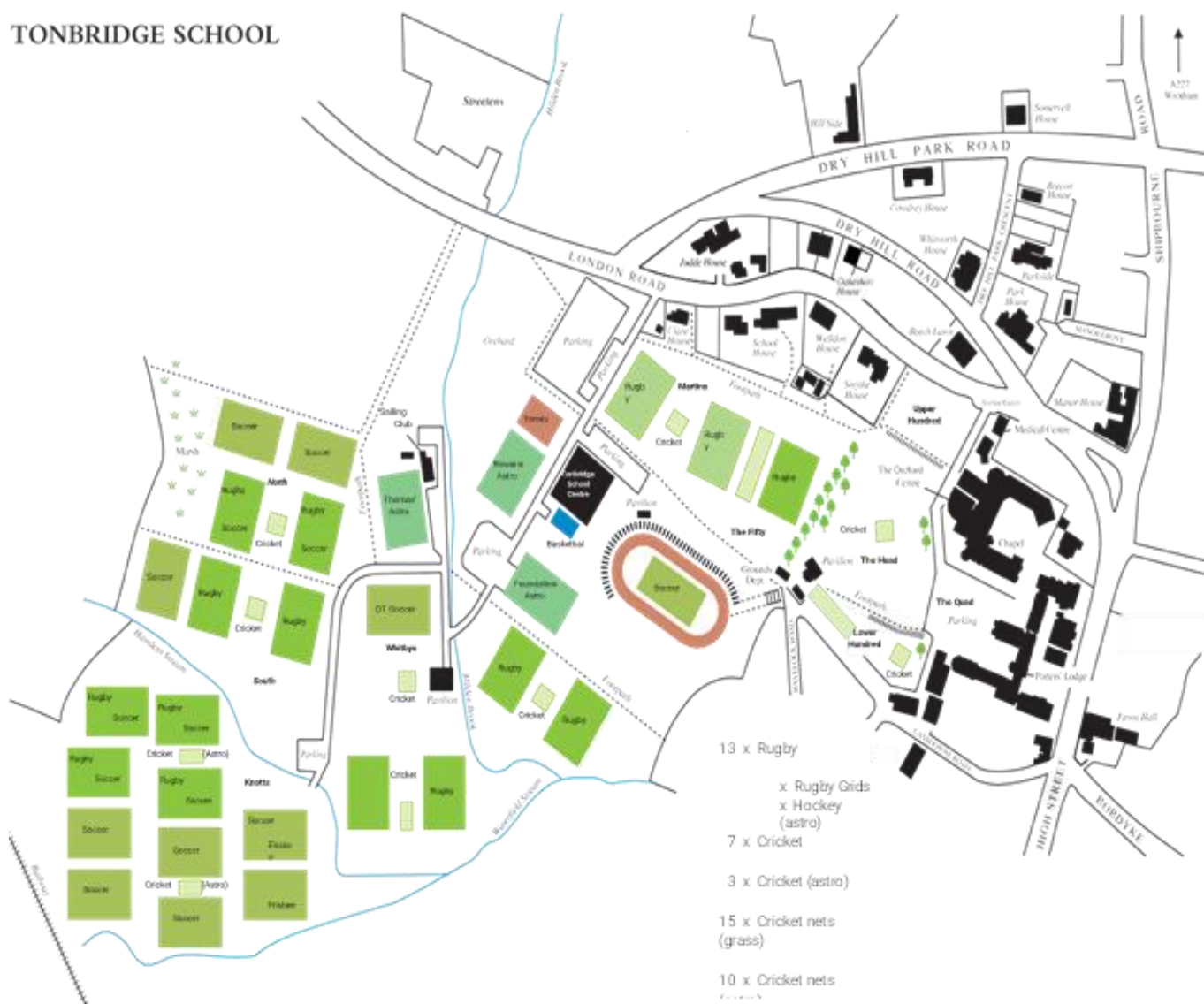
At Tonbridge, our pupils are encouraged to be creative and intellectually curious; to approach new opportunities with confidence; and to learn to think for themselves, while being mindful of the needs and views of others. Exam results at GCSE and A-level are simply outstanding, and each year our boys progress to leading universities in the UK and worldwide. Our dedicated staff are at the heart of our success.

We have developed a strong culture of community, collaboration and best practice, with our staff encouraged to participate fully in the life of the School and to enjoy the range of first-class facilities we offer. In the words of the great novelist and Old Tonbridgian, E.M. Forster: ‘Only Connect’.

Full time, all year round



TONBRIDGE SCHOOL



Plan of the School grounds and pitches with aerial view below



Aerial views of the pitches and
athletics track



JOB DESCRIPTION

Job Title	GROUNDS PERSON
Reporting to	Head of Grounds
Main Purpose	As a member of the Grounds Team, to prepare and maintain the grounds, sports playing surfaces and fields within the School Campus, as directed by the Head of Grounds to support the needs of the Schools' Sports training schedule, fixtures and special events.

MAIN DUTIES

- To prepare and maintain grass pitches for rugby, football, cricket and synthetic surfaces for hockey, tennis, and athletics.
- To ensure that a high standard of work is maintained at all times in accordance with job requirements.
- To ensure that all tasks are carried out in a safe and proper manner, following all relevant Health and Safety regulations and guidance.
- To operate and maintain machinery safely and effectively, following Risk Assessments and in accordance with Health and Safety regulations.
- To attend appropriate training and professional development.
- To undertake any other grounds-related duties as required by the Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for who he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

SKILLS AND ABILITIES

- Excellent verbal and written communication skills with an ability to deal with a wide range of people including School staff, boys and parents in a professional and friendly manner.
- Well organised, with flexible and professional approach.
- Ability to work on own initiative and able to see jobs through to completion.
- Team player with willingness to support others in their roles.
- Personal commitment to professional development to increase skills, knowledge base and up-to-date working practices.
- Reliable, honest and trustworthy.
- Hardworking, dependable, punctual and professional in approach to work.
- Highly efficient with the ability to work under pressure and to tight deadlines.
- Full driving licence is essential.

EXPERIENCE AND QUALIFICATIONS

- Level 2 Sports Turf Operative qualification would be an advantage.
- Experience with maintaining sports pitches and surfaces.
- Experience of working in a similar role in an educational environment is desirable.
- Pesticides application PA1, PA2 and PA6 qualification would be an advantage.
- Competent in the operation and maintenance of mowers, tractors, sprayers and attachments.
- Awareness of Health and Safety and safe working practices.

HOURS OF WORK

Full-time, all year-round, equating to an average of 41.5 hours per week, including a requirement to work on Saturdays and Sundays on rotation.

REMUNERATION AND BENEFITS

An annual salary of up to £31,000 per annum, dependant on qualifications, skills and experience.

Generous benefits package including:

- Pension scheme
- 20 days' annual leave plus statutory bank holidays
- CPD opportunities
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

SUBMITTING AN APPLICATION

All CVs, applications and questions should be sent to hrdept@tonbridge-school.org.

Full details and an application pack may be found on Tonbridge School's website at: tonbridge-school.co.uk/jobs

Closing date for applications: Wednesday 18 September at 5pm

Early applications are encouraged as suitably qualified candidates may be interviewed before the closing date.

The School reserves the right to withdraw the vacancy if an early appointment is made.

**TONBRIDGE
ONLY CONNECT**

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TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press