



# THE PORTSMOUTH GRAMMAR SCHOOL

## PGS JOB DESCRIPTION – Groundsperson

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

### Summary of the role

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. We are very much a family school known for excellent teaching, superb pastoral care and wide-ranging co-curricular opportunities and offer an education across the age range from Pre-School to Sixth Form.

We have a full time vacancy for a Groundsperson to join our team at Hilsea Playing Fields. The Grounds team provide high quality and well maintained sports facilities to support the school's busy sporting programme and the school's lettings programme. The Grounds team supports a programme of planned works throughout the year and also tasks in support of future development and improvement of the site. The team also supports at the main site in Old Portsmouth from time to time.

This is a new role in the team, reporting to the Head Groundsperson.

We welcome applications from candidates who are either developing their careers in groundskeeping and who are looking for a new role in which they will be able to upskill and develop their specialism, or from more experienced grounds staff who can bring relevant qualifications and specialist skills to the role. We will offer a competitive salary which reflects the skills, qualifications and experience of the successful candidate, together with a commitment to further training courses. For a more skilled and experienced candidate there is the possibility of a Deputy Groundsperson role. If you would like more information about the role before you decide to apply, please contact [recruitment@pgs.org.uk](mailto:recruitment@pgs.org.uk) and we can arrange for an informal discussion with the Head Groundsperson.

	<p>We are looking for a team player with good organisational skills, who is able to prioritise tasks and work well with, and take tasks from, the Head Groundsperson as part of a small professional team. The post holder will be willing to develop in the role and undertake all necessary training courses and will be self-motivated and able to work flexibly and under pressure, to meet the changing business needs of the school. There is close liaison between the groundskeeping team, the Sports Department and PGS Lettings, which is overseen by the Head Groundsperson and the Estates and Operations Bursar. The Groundsperson will be professional and friendly to all staff, parents, visitors and pupils who may be involved in sporting activities.</p> <p>This is a full-time position, and the hours of work will be 37.5 hours per week, Monday to Friday, with some Saturdays during school terms. Where Saturday working is required, it is expected a day off during the week will be taken in lieu. There may also be occasional times outside of normal working hours that require groundsperson support in the delivery of the lettings programme or security and, should this be required, time off in lieu will be offered.</p> <p>The normal school hours of work are from 8.30am to 4.30pm, inclusive of a 30-minute unpaid lunch break each day, however you will be required to work flexibly on a regular basis as required by the Head Groundsperson to cover some mornings and evenings in support of the sports programme, and for lettings and security and on these days your hours of work will need to be adjusted accordingly.</p> <p>The post-holder is also required to attend INSET (Professional Development Days) which are scheduled throughout the school year and to be available to attend relevant training or meetings on other dates as necessary during the year.</p> <p><b>How to apply:</b></p> <p>Candidates are asked to apply using the online form linked to our advert on <a href="http://www.tes.com">www.tes.com</a></p> <p>Any enquires about the role or how to apply are welcome at <a href="mailto:recruitment@pgs.org.uk">recruitment@pgs.org.uk</a></p> <p>The closing date is midday on <b>Monday 4<sup>th</sup> November 2024</b> and interviews will be scheduled to take place on the school site in the week commencing <b>11<sup>th</sup> November 2024</b>.</p>
<p><b>Line management responsibility for</b></p>	<p>This role has no line management responsibilities.</p>

**Main duties and responsibilities**

**Key Responsibilities:**

- To liaise on a daily basis with the Head Groundsperson regarding work to be carried out.
- To maintain, manage and improve all sports pitches, grounds, all weather pitches, gardens, paths and drives.
- To monitor the condition of all the grounds and facilities, report any defects and take appropriate action to put in good order.
- To log, update and report works relating to the Grounds, using the schools online systems
- To ensure the Grounds are maintained to the highest standards.
- To keep buildings, sheds and workshops in a clean and tidy condition
- To keep all Grounds equipment in a clean and maintained manner, on a daily basis.
- To ensure all Grounds equipment is serviced as per the maintenance schedule for each specific piece of equipment
- To ensure the School sites are kept neat and tidy including management of litter and waste.
- To work out quantity of materials needed for specific projects and supplying the required information to the Head Groundsperson
- To ensure security of the site following events, conducting rounds to ensure all is well, ensuring all visitors have left and the site is secure.
- Complete a daily incident log and report to the estates team any issues you cannot resolve or that need further attention.
- To maintain all hand tools, hand power tools and associated equipment used by the Grounds team
- To ensure all Grounds equipment is serviced as per the maintenance schedule for each specific piece of equipment
- As directed by the Head Groundsperson, to liaise with Department Heads/ Managers regarding access to areas where works are required.
- Hosting contractors or Lettings clients, ensuring all visitors are compliant with current safeguarding legislation (no-one can be unaccompanied on the Hilsea site, and a visitors' book is to be maintained).
- To display a friendly, flexible, helpful and courteous attitude to colleagues, pupils, parents, lettings clients and visiting schools.
- To complete all required timesheets, holiday request forms etc.
- To be prepared to work overtime when required, subject to advanced notification.
- To attend emergency calls outside of normal working hours, if available.
- To perform all duties in a safe and proper manner and complying with the School's Health and Safety policies in accordance with the Health and Safety at Work Order 1978, subsequent and other relevant legislation.
- Follow Risk Assessments to ensure safe and proper working environment for self, all School employees, outside contractors and members of the public. This includes the use/wearing of personal protective equipment.
- To attend regular team meetings, briefing sessions for staff and any whole staff meetings required.

	<ul style="list-style-type: none"> <li>• To liaise and be available for face-to-face meetings or email exchanges with the Lettings Manager and Sports Director in the absence of the Head Groundsperson.</li> <li>• To attend training and supervision as deemed necessary.</li> <li>• To perform duties commensurate with the responsibilities of the role and ad hoc projects as required from time to time.</li> <li>• To promote PGS in a positive and professional manner.</li> <li>• To prepare / contribute to written and verbal reports as and when required.</li> <li>• To provide cover for other members of staff during holidays, sickness or other absences and in emergencies.</li> <li>• To work across any of the School sites as required from time to time</li> </ul> <p>Any other duties as reasonably required by the Head or Bursar from time to time</p>
<p><b>Safeguarding responsibilities</b></p>	<ul style="list-style-type: none"> <li>• The role is based at our Hilsea playing fields site but will also involve working across all the school sites from time to time.</li> <li>• The role involves working amongst pupils on a daily basis, and therefore involves regulated activity with children.</li> <li>• It is a requirement of the role to attend Professional Development Days and to attend other essential staff training sessions throughout the year, as required by the Head or Bursar.</li> </ul>

<p><b>Benefits</b></p>	<p>The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar.</p> <p>The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.</p> <p>Key financial benefits of employment at PGS include a generous salary structure and leave allowance.</p> <p>The salary for this full-time role will be competitive and will be offered depending upon the skills, qualifications and experience of the successful candidate. The full-time annual leave allowance of 25 days per annum increases to 30 days over 5 years. Annual leave should normally be taken in the school holiday periods and not during term times.</p> <p>The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme with Aviva whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy.</p> <p>Staff have free use of the school's Sports facilities which include a well-equipped Fitness Centre. The school is also an approved operator of the Cycle to Work Scheme.</p> <p>The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.</p> <p>All conditions of employment will be detailed to the successful candidate in a separate contract issued by the Bursary.</p>
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## Person specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• A good standard of education, with excellent spoken and written English</li> <li>• A full clean driving licence and be prepared to take minibus driver training</li> <li>• To hold, or be willing to complete, relevant Emergency First Aid at Work qualification</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• Relevant professional qualification in grounds maintenance, or equivalent experience and evidence of continuing professional development, such as:</li> <li>• Level 3 spraying qualifications PA1 &amp; PA6 and preferably PA</li> <li>• Chainsaw qualifications</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications if necessary</p>

<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience of working in a team</li> <li>• Experience and ability to communicate verbally across all levels</li> <li>• Grounds maintenance experience</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to <b>contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience of working in a similar role within an educational environment</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• The ability to work in a team</li> <li>• Organised and with excellent attention to detail</li> <li>• A flexible and proactive attitude to the role</li> <li>• Good communication skills</li> <li>• Physically fit enough to carry out the duties required of the role</li> <li>• IT skills including Microsoft Outlook</li> <li>• Ability to remain calm in a busy school environment</li> <li>• Ability to work with discretion and maintain confidentiality at all times</li> <li>• Ability to follow instructions safely and effectively to ensure a safe working environment</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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<p><b>Knowledge</b></p>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• A working knowledge of operational risk management practices and relevant legislation</li> <li>• A willingness to develop knowledge and understanding of legislation relating to current guidance in Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR</li> <li>• A willingness to develop knowledge and understanding of GDPR legislation</li> <li>• A willingness to undertake all training required by the school including safeguarding training</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Knowledge of horticultural pests, diseases and treatments</li> <li>• Knowledge of planting</li> <li>• Knowledge of Health and Safety legislation</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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<p><b>Personal competencies, qualities, attitude and behaviours</b></p>	<p><i>The personal qualities, attitude and behaviours that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work in a setting with children and young people</li> <li>• willingness to support the aims and ethos of the school</li> <li>• willingness to undertake further qualifications as required by the Head Groundsperson and arranged by the school</li> <li>• clear commitment to working as a team player at various levels</li> <li>• Ability to work in all weather conditions</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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