



JOB DESCRIPTION

Job Title:	Assistant Groundsperson	Department:	Grounds
Hours of Work:	Normal hours of work will be full time, Monday to Friday. 40 Hours per week. 52 Weeks per year.		
Responsible To:	Head Groundsman	Responsible For:	N/A

Summary of Role:

This role supports the maintenance and presentation of the school's outdoor areas, sports facilities, and general grounds. The ideal candidate will be a strong multitasker with a flexible approach to daily duties, able to adapt to changing priorities in a dynamic school environment.

Key Responsibilities

- Assist in the day-to-day maintenance of all school grounds, including lawns, gardens, pathways, and landscaped areas.
- Support preparation and upkeep of sports pitches, courts, and recreational areas (e.g., marking lines, maintaining artificial surfaces, equipment setup).
- Carry out routine grounds tasks such as mowing, strimming, edging, pruning, leaf clearing, planting, and weeding.
- Perform basic maintenance of grounds machinery and equipment, reporting any faults promptly.
- Assist with site-wide duties including waste collection, minor repairs, and general caretaking tasks as required.
- Assist with the upkeep of the schools extensive fencing and drainage system.
- Support school events by helping with setup, breakdown, and logistical tasks.
- Ensure all work is completed safely, following the school's health and safety policies and best practices.
- Adapt daily tasks to weather conditions, school schedules, seasonal needs, and urgent requests.

Terms and Benefits

- **Start Date:** ASAP
- **Working hours.** This is a full-time position. Normal hours of work will be Monday to Friday. 40 Hours per week. 52 Weeks per year.
- **Salary.** Competitive
- **Holiday.** The holiday entitlement is 5 weeks per year plus public holidays.
- **Pension.** The Assistant Groundsperson will be auto enrolled into the School's pension scheme.
- **Lunch.** A free meal is available in the dining room each working day when the kitchens are open, when on duty.
- **Parking.** There is free parking on site.
- **Gym and Pool.** There are staff sessions for use of these facilities.
- **Fees.** School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> • Ability to multitask and manage changing priorities. • Physically fit and able to undertake manual outdoor work in all weather conditions. • Good communication and teamwork skills. 	<ul style="list-style-type: none"> • Previous experience in groundskeeping, landscaping, or a similar role. • Knowledge of horticulture, turf management, or sports pitch maintenance. • Grounds maintenance or horticultural certifications (e.g., NVQ Level 2) are a plus
Personal Behaviours	
<ul style="list-style-type: none"> • A flexible, “can-do” attitude and willingness to support a wide range of tasks. • Strong attention to detail and pride in maintaining high standards of presentation. • Basic understanding of grounds maintenance tools and machinery (training can be provided). • Reliability, punctuality, and a strong work ethic. 	<ul style="list-style-type: none"> • Full UK driving licence desirable.
Ethos and Whole School Values	
<ul style="list-style-type: none"> • Committed to operating as part of the School community. • Committed to the Sacred Heart Goals. • Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. 	
Safeguarding and Pastoral	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS or be prepared to undergo an enhanced DBS check. 	