

The King's School Chester

Job Description – Facilities (Grounds) Operator



Henry VIII founded The King's School in 1541 and for over four hundred years the school occupied buildings adjacent to the cathedral. The school moved to a new site on the Wrexham road, about one mile from the city centre, in 1960 and the new buildings were opened by Her Majesty Queen Elizabeth the Queen Mother in June that year. In 1989 additional buildings were opened by Her Royal Highness the Princess Margaret. In 1994 there was an extensive development of the junior school and in January 2000 a further development of the senior school incorporating the impressive Wickson Library was completed.

An exciting major development plan was launched in October 2002. By September 2004 an all-weather playing surface, extensions and improvements to the art and technology centres, a new medical room and an additional classroom had been completed. The new music school was completed in 2005 and the old music school converted to provide additional teaching rooms.

The school retains strong links with the cathedral and with the city. It is Chester's oldest independent school and is proud to serve the city as well as the surrounding areas of Cheshire, the Wirral and North Wales.

King's is a school for pupils of high academic ability. We seek to develop this ability in each pupil to its full potential and at the same time to develop the pupil's character and other talents in a friendly and stimulating atmosphere.

Job Purpose

Under supervision; to maintain the playing surfaces and facilities to the highest standard for the School.

Key Responsibilities

- Undertake routine preparation and maintenance work on a range of sports facilities and surfaces. Undertake all preparatory and cultivation work to maintain safe quality playing surfaces.
- Assist with the setting up sports pitches.
- Drive vehicles and equipment as required for grounds maintenance operations.

- Ensure vehicles and equipment including sports equipment are regularly maintained in accordance with routine operating requirements. All repairs are in reference to 'minor maintenance repairs' any technical or specialist repairs are to be dealt with via trained operatives through the supply chain.
- Ensure the safe use, storage, calibration and disposal of pesticides and other similar substances. Promote the Health and Safety of self and others. Respond to emergencies.
- Ensure work area is kept clean, tidy and secure at all times.
- Coordinate and greet all contractors visiting the grounds department.
- Establish and maintain effective working relationships with line manager, colleagues and end users.
- Estimate Resources required for work projects. Schedule and allocate activities to the work group. Contribute to the budget overview of operational and capital expenditures to maximise cost efficiency.
- Research in the latest grounds machines and technology. Provide effective materials and machinery management to ensure all equipment is correctly stored, maintained and serviced.
- During times of inclement weather (such as heavy snow, ice, storms) may require starting work earlier than normal to ensure that the site is safe and cleared before staff and pupils arrive (e.g. snow/ice clearing from paths, removal of broken branches etc.).
- Report any faults that are found to the Facilities Supervisor (Grounds).
- Ensure internal and external routine inspections of the school premises are carried out.
- When required provide support to other sectors within the Estates department.
- Provide car parking assistance as determined by the car parking rota, in addition provide guidance and support for car parking events to ensure that visitors to the site park safely within the allocated zones.
- Act as a point of contact for the gardening contractor and in the absence of the Head Grounds Person coordinate and greet all contractors visiting the grounds department.
- Any other duties appropriate with the post. Please note, the summary job specification is not a comprehensive definition of the post. It is subject to modification and amendment and could include other duties related to the post.

Essential for the post:

- Previous grounds work experience
- Very good level of physical fitness to cope with the requirements of the role
- A valid driving licence

Desirable for the post:

- Relevant qualification e.g. NVQ level 2 Sports Turf maintenance or City & Guilds National Certificate in Horticulture
- PA1 + PA6 spraying certificates
- Good knowledge of the workings of grounds machinery
- Experience in the use of tractor mounted machinery and ride-on mowers
- Must be willing to undertake pool and plant room training certificate level 1

Terms and conditions:

Hours: 30 hours per week. Monday – Friday. Please note that this is not a term time only position though there is some flexibility in actual hours of work during the holidays.

Flexibility will be required in these hours in the event of time required to do / complete the job, bookings, at those times a later or earlier start and finish time will be agreed up front with the Head of Estates

Pension: Membership of a group personal pension scheme will be offered within 12 months of employment.

Holidays: 25 days plus 2 statutory days per annum to be taken during out of term time only. The holiday year runs from 1st April.

Further information:

The successful applicant will work within a grounds team of four people. All staff contribute to the smooth running of effective and cheerful (though very busy) grounds department within the School.

The person appointed to this post will be required to obtain an enhanced clearance from the Disclosure and Disbarring Service and may be required to undergo a medical examination to confirm their physical fitness to undertake this role.

Application forms to be sent to the HR Department, The King's School, Chester CH4 7QL (recruitment@kingschester.co.uk) Fax: 01244 689503 Tel: 01244 689496

The role is deemed to be in regulated activity with a moderate level of contact with children on a day to day basis.

IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.

Our Child Protection and Safeguarding policy can be found [here](#)