

## Full Time Groundsperson Information for prospective staff

### Information about the role

#### Purpose of post

To assist the Head of Grounds and Gardens to manage and maintain to the highest possible standards the sports grounds and facilities, and parkland areas in Ashted Park belonging to the Corporation of London, within the resources available, for the benefit of the City of London Freeman's School.

#### Main Duties & Responsibilities

- Preparation and maintenance of good quality playing surfaces, including artificial surfaces as directed by the Head of Grounds and Gardens and in liaison with the staff in charge of sports, to include:
- Measuring and setting out the required pitches/courts/tracks using guidelines from the relevant professional sporting body
- Marking out of pitches and regular over-marking as required throughout the playing seasons
- Assisting with renovation of sports grounds as directed by the Head of Grounds and Gardens
- Maintaining playing surfaces through cutting, spiking, mowing, scarifying, dressing and seeding as necessary
- Maintaining non-turf pitches including all artificial surfaces
- Operation and safe use of tractor mounted implements
- Assisting with the upkeep of non-playing areas and woodlands as directed by the Head of Grounds and Gardens.
- To contribute to maintaining and enhancing a safe and pleasant environment for all users of the School grounds.
- To maintain hand/power tools and other machinery in good working order, to include correct set up, regular cleaning and minor repairs as necessary. All work to be done in accordance with Safe Systems of Work and health and safety regulations. Report major mechanical problems to the Head of Grounds and Gardens.
- To act as Duty Grounds person on a Saturday rota. Inspection of pitches prior to the commencement of School fixtures to determine whether pitches are playable and to liaise with Director of Sport as required.
- Undertaking such other duties as may be necessary from time to time for special occasions and special functions.

## **Other Duties**

- Collecting litter from, on and around the sports fields and woodland areas.
- Undertaking leaf clearing as directed by the Head of Grounds and Gardens.
- Assisting with snow and ice clearing as directed by the Head of Grounds and Gardens.
- Handing in items of lost property left around the grounds.
- Assisting other departments in the school, i.e car parking and exam set up.

## **Health and Safety**

- To ensure Departmental safety procedures are observed and safe working practices used, specifically with regard to PPE and adherence to COSHH and Risk Assessments, reporting accidents and near misses to the Bursar via the School's Accident Report Form Procedure. Report forms are held in the Medical Centre.
- Actively seek to implement and comply with the School's Safeguarding policies and procedures and to demonstrate a commitment to the safety and welfare of children.
- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Ensuring that the grounds are maintained in a safe condition for the pupils, school staff and members of the public.
- Undertaking inspections of equipment to ensure necessary safe operation and that legislative requirements regarding powered equipment and road traffic regulations are met; eg tyres, lights including indicators, on/off switches, guards, diesel/petrol fuel, fertilisers and chemicals etc.
- Bringing to the notice of the Head of Grounds and Gardens any concerns regarding storage of gas, diesel, petrol, fertilisers and chemicals etc or the condition of any equipment.
- Informing the Bursar of any concerns regarding Health & Safety and safe working practices.

## **Other Points**

- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the grade.

## **Revision of Job Description**

- According to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

# Person Specification

Please find below the key skills and core behaviours required to undertake this post. These will be used in the decision-making process.

## Professional Qualifications / Relevant Education & Training

- NVQ Level 2 minimum Sports turf Certificate or similar Sports Turf qualification (A)-desirable
- Full Driving Licence (A)
- GCSE or equivalent Maths and English (A)
- Relevant Health and Safety training, including manual handling, noise awareness and safe use of hand tools.(A/I)

## Experience Required

- Proven experience in a similar role (A/I)
- Experience of undertaking sports turf management to a high professional standard (A/I)
- Good working knowledge of the operation and maintenance of appropriate machinery (A/I)
- Thorough knowledge and understanding of guidelines from Professional Sporting Bodies, including rugby, cricket, hockey and athletics (A/I)
- Ability to work unsupervised and on own initiative
- Proven ability to work to a constant high standard, unsupervised and on own initiative (A/I)
- Able to demonstrate a commitment to excellent customer service, being calm, tactful, courteous and polite at all times when working in communal areas of the School grounds and gardens (A/I).
- Experience of working to deadlines and taking a flexible approach to tasks and managing conflicting priorities (A/I)
- a demonstrable commitment to the safety and welfare of children (A/I)

## Technical Skills

- Good working knowledge of the operation and maintenance of appropriate machinery (A/I)

## Other Relevant Information eg. working hours or desirables (only if applicable)

- Spraying certificates PA1/PA6 (A)
- Chainsaw certificate (A)

## Recruitment - Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

## How to Apply

Applicants should send a completed application form to **CLFS-Recruitment@cityoflondon.gov.uk**, by 9am on Thursday 5<sup>th</sup> February 2026.

Interviews will be held at the School the week commencing 9<sup>th</sup> February 2026.

Candidates are asked to note that Freeman's retains the right to interview and appoint at any time during the application process.

Freeman's acknowledges receipt of all applications, if you have not received confirmation of the safe receipt of your application within two working days please call the School or email **CLFS-Recruitment@cityoflondon.gov.uk** to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).