

Job Description

Job title	Head Groundskeeper
Department	Gardens & Sportsground
Reports to (Position Title)	Head of Maintenance

This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Purpose of the role

The Head Groundskeeper is responsible for the care and maintenance of the College Playing Fields and other associated duties.

Background information

Based at	Gonville and Caius College, Trinity Street, Cambridge, CB2 1TA.
Hours of work	40 per week; Monday to Friday however some weekend/evening work may be required
Contract type	Full time; Permanent
FTE	1.0
Qualifications	No formal qualifications required for this role
Key skills	• Grounds maintenance • Knowledge of Health & Safety relating to the role • Excellent communication skills • Budgetary knowledge
Work experience	Experience in a similar role, in an educational setting is desirable
Budget responsibilities	Yes

Main duties and Responsibilities	Time / Frequency
• To provide sports facilities for members of the College in University term.	As required
• To devise a summer and winter grounds maintenance programme to cover seasonal requirements.	As required
• To be present, or arrange for the Assistant Groundskeeper to be present, whenever contact sports are being played by College teams on the College sports ground.	As required
• To maintain grass/pitch areas, tennis courts (all-weather & grass), hedging, fencing, pathways and trees within the boundary of the playing fields.	As required

Main duties and Responsibilities	Time / Frequency
To maintain and clean the pavilion and squash courts (major repairs to buildings will be undertaken by the College Maintenance Dept.).	As required
To recommend for purchase new machinery; to arrange for regular maintenance and servicing of machines in use; to ensure that machinery adheres to regulation safety standards and that staff know how to operate and follow safety codes; to ensure that correct machinery is used for the job.	As required
To keep records of all items purchased - machinery, tools, fertilizer, etc.	As required
To be available to work Out of Hours when the Sportsground is in use (ie weekends)	As required
To explore revenue streams available by use of the Sportsground by outside agencies	As required

FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Training requirements	Atlas ID	Duration	Yes	No
Bullying & Harassment for Employees	108	28	x	
COSHH	628	26	x	
Cyber Security Awareness	6428	39	x	
Display Screen Equipment	2571	32	x	
Equality, Diversity & Inclusion	3874	60	x	
Fire Awareness	415	39	x	
GDPR UK: Essentials	3627	38	x	
Hand/Arm Vibration Awareness	97	20	x	
Health and Safety for Managers & Supervisors	209	32	x	
Ladder Safety	495	25	x	
Lone Worker Safety	4738	46	x	
Manual Handling	471	35	x	
Personal Protective Equipment (PPE)	2613	30	x	
Sexual Harassment Awareness for Managers	15844	29	x	
Slips, Trips & Falls	1913	30	x	
Working at Height	1078	39	x	



Team Responsibilities

- Participate in team meetings when required.
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to keep the department calm by working well and showing consideration for others.

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

Health and Safety

All employees must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Continuous Professional Development

Caius is supportive of continuous professional development and opportunity for training and development will be provided.

Person Specification

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Department	Gardens & Sportsground
Reports to	Head of Maintenance

	Criteria	Essential/ Desirable	Assessment Method: A - Application I - Interview T - Test
Qualifications and training	No formal qualifications required for this role	N/A	N/A
Knowledge, skills and proven abilities	A high level of general and working knowledge of agricultural and horticultural methods, machinery, and associated chemicals	E	A, I
	A high level of knowledge of Health & Safety regulations pertaining to the above activities	E	A, I
	Demonstrable evidence of experience with sportsground maintenance preferably in an educational setting	D	A, I
	IT literacy skills would be advantageous	D	A, I
	Line Management experience	D	A, I
	Good organisational skills and ability to multitask	E	I
	Good written and oral communication skills	E	A, I
	Attention to detail	E	A, I
Behaviours	Willingness to be adaptable and flexible	E	A, I
	Initiative and self-discipline	E	A, I
	Able to work independently or as part of a team	E	A, I
	Ability to embrace change and learn new skills	E	A, I

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