

Post: Grounds Person

Reporting to:

1. Estates Manager

Prior Park Schools

Prior Park Schools (PPS) is a charitable trust comprising 3 independent but interdependent day and boarding schools set in the beautiful South West of England and Gibraltar. Prior Park College (PPC), the senior school and The Paragon School, the junior school, both in Bath and a senior school in Gibraltar. Each school provides high achieving, Catholic/Christian co-education. The heart of Prior Park Schools is the encouraging Christian ethos which nurtures over 1,000 pupils aged between 3 and 18 years to become confident, capable, compassionate, and independently minded young people.

Each School has a Head Teacher and a Leadership Team who lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Head Teachers and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding.

The Executive management of the schools is devolved to a Board called the Prior Executive Board (PEB) which comprises the Head Teachers of each constituent school, The Director of Operations & Finance, the Director of Development, and the Head of Compliance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education. The PEB is chaired by the Head of PPC with the agenda and papers provided by the Director of Operations & Finance.

Purpose of the Role

The Grounds Person carries out estate maintenance work and preparation of sports surfaces for both Prior Park College and The Paragon. The Team is based at and works from Prior Park College.

The Role

The Grounds Person will report directly to and be line-managed by the Estates Manager. In their work the post holder will have day to day responsibility for their own work priorities and maintenance of high standards.

The role is based predominantly at Prior Park College but travel to other locations may be required as part of wider Prior Park Schools work.

The main areas of responsibility

- Daily maintenance of grounds, marking out all sports pitches and preparation of all playing surfaces using appropriate methods and machinery.
- Daily/weekly work at the Paragon school grounds, in addition to the main site.
- Cut grass to specified standards in non-sports areas.
- Operate machinery, ride on mowers, power tools, drive tractors and associated plant.
- Carry out all general grounds tasks, including turfcare, planting, shrub and tree pruning, maintenance of ditches, paths and removal of grass clippings and leaves.
- Maintain watercourses, assist with tree lopping, repairs to hard landscape areas including small projects, repairs to dry stone walls, etc.



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- Help to repair and maintain machines and plant. Help to maintain and repair gates, fences and grounds/garden huts and outbuildings.
- Carry out weed spraying, application of fertilisers, chemicals, etc.
- Attend appropriate training courses to allow safe use of chainsaws and other power equipment, if required and as agreed with the Estates Manager.
- Assist with erection and dismantling of sports equipment, goal posts, etc.
- As part of the Estates team, from time to time they will be expected to help with the general organisation of school events and also to help the maintenance team.

Line Management

The Grounds Person has no direct line management responsibilities.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.

JD reviewed September 2021

Professional Specification and Personal Attributes

The post holder will be a good communicator, have the ability to follow work routines and instructions, work as part of a team and work unsupervised.

The post holder will be required to either hold, or be willing to gain appropriate, First Aid qualifications.

Desirable criteria

- Knowledge and understanding of Health and Safety regulations and safe working practices
- NVQ2 Amenity Horticulture or equivalent qualification
- NPTC Cross Cutting Licence
- Chemical spraying licences (PA1, PA2 and PA6)
- Good knowledge and experience of Cricket Groundsman ship
- Knowledge and experience of artificial sports surfaces
- Ability to prioritise and organise work commitments
- Awareness of the responsibilities of working in an environment with young people.
- A good sense of humour
- Excellent level of interpersonal skills to enable liaison with staff and external organisations
- Excellent organisational skills, able to work to strict and often conflicting deadlines
- A flexible attitude towards duties and working patterns to fulfil the requirements of the role

Child Protection

Prior Park Educational Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way



which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.