



**Candidate Information**  
Head of Grounds

May/ June 2022

## The Post

The Head Groundsman will be responsible for the supporting the Estates Bursar in the management of the grounds and associated contracts to ensure the effective operation of the School. The grounds are used primarily in term-times but there is a nursery and holiday clubs throughout the year in addition to a summer school and occasional lettings of grounds' facilities.

On the Preparatory site there is a full-size Astro turf, tennis and netball courts, extensive sports fields, an outdoor heated swimming pool for the younger children, permanent cricket nets and a grass athletics track. On the Senior School site there are also netball courts, tennis courts, Astro turf, an indoor swimming pool, an eight-lane floodlit athletics track and forty acres of playing fields that house rugby and football pitches, as well as a dedicated cricket ground.

The School's games programme is built around major sports, which for the School are Rugby, Hockey, Netball, Cricket and Tennis. There are also numerous opportunities for pupils to participate in minor sports. Teams are offered in every sport for each age group and many girls and boys have represented county and regional teams in various sports, some going on to national squads.

The expectation is that in your role as Head Groundsman, you will contribute professionally to the life and work of the School in a positive and enthusiastic manner and will ensure that the grounds team provide first class playing surfaces, sports pitches and other grounds areas at all times.

## Main Duties Include

- Be responsible for the production, preparation, maintenance, and day to day co-ordination of playing surfaces for sports and all other areas to the highest standards;
- Lead, motivate and develop the Grounds team to achieve their tasks, work schedules and objectives always encouraging maximum commitment and efficient service, ensuring continuing professional development and holding regular meetings;
- Prepare, implement and monitor weekly, monthly and annually maintenance programmes within a rolling plan in order to ensure the highest standards of playing surface presentation and buildings including the Pavilion;
- Liaise and work with the Head of Gardens to share resources, support each other and deliver a seamless standard across the sites;

- Liaise with the Directors of Sport and Heads of Sport to ensure their requirements are met and to recognise and embrace the importance of ensuring that School's sports fixtures are fulfilled whenever it is reasonable for them to be played;
- To recommend 'no play' decisions to the Directors of Sport should this prove necessary;
- Be responsible for ensuring all Health & Safety requirements, Risk Assessments and Safe Systems of Work are up to date, in place, staff have been trained and all documents signed;
- Ensure all staff are proficient in the use, application and maintenance of specialist grounds equipment and operations, including pedestrian and ride-on-mowers, tractor-mounted implements and other associated tasks, ensuring machinery is in good order and well maintained;
- Prepare, propose, manage and monitor a grounds' budget, which incorporates ground maintenance materials, external contractors' costs, machinery maintenance, purchase of new equipment, and capital works;
- Co-ordinate the negotiation, purchase, storage and control of all consumable materials, equipment and services in a cost-effective manner ensuring the availability of supplies as required, particularly emergency materials for adverse weather conditions, and maintain accurate stock records;
- Provide front line grounds' services in adverse weather conditions, including snow/ice clearance from pathways around the sites and support the School in other activities to include providing carpark control, signage, cordoning off areas;
- Participate in the School's appraisal system, manage induction, probationary periods and apprentice programmes as required.

## Person Specification

- Displays confidence in own judgement but responds constructively to alternative ideas;
- Communicates concisely and persuasively both orally and in writing;
- Possesses excellent person-to-person skills and the ability to manage competing demands and pressures with diplomacy and a sense of humour;
- Ability to lead and to work as part of a team;
- Ability to comply with the School's policies and procedures for child protection, countering bullying and positive handling, and aware of the appropriate response needed in these areas.

## Specific Requirements

- Relevant technical qualifications and experience within the Grounds industry, including maintenance of Astro sports pitches and preparation of cricket wickets and rugby pitches;
- Experience of working as a Head of Grounds, leading a team which delivers outstanding standards in sports turf maintenance and landscaping;
- Hold a valid driving license;
- Experience and or qualifications in carrying out Risk Assessments and Safe Schemes of Work;
- Experience of managing budgets;
- Hold or be prepared to hold a First Aid at Work certificate;
- Proven administrative and ICT skills.



## Application Process

The salary will vary depending on experience. The working hours are 7.30am - 4.30pm Monday to Friday. The annual holiday entitlement is five weeks, in addition to Public Holidays.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), and a declaration of medical fitness. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.

Covering letters of application should state what particular skills and attributes you can bring to Sutton Valence School, brief details of how you fit the position, including specific details of skills, experience and achievements.

To apply, complete the [application and monitoring form](#) and email it with a covering letter to [hradmin@svs.org.uk](mailto:hradmin@svs.org.uk) or post it for the attention of the Assistant Bursar, Sutton Valence School, North Street, Sutton Valence, Maidstone, ME17 3HL.

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms, in the absence of good reason.

Closing date: Friday 20th May 2022

Please note: We reserve the right to appoint prior to the closing date.

Sutton Valence School is an equal opportunities employer.

## Benefits to Working at SVS

### Pension

The School operates a contributory pension scheme which is open to all members of staff. Support Staff are offered the opportunity to join a defined contribution (DC) scheme, and currently offer two levels contribution. With Option One, the employee contributes five per cent of their salary, and the School contributes three per cent. With Option Two, the employee contributes seven per cent and the School contributes 14 per cent.



### Fee Remission



All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 65 per cent for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

### Free School Meals

All staff are provided with a three course lunch in the refectory during termtime.



## Benenden Healthcare Membership



All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £11.90 per month, however, the School Governors have agreed to pay up to 80 per cent of contributions, based upon length of service. Further information is available from the Bursary.

### Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports.



### Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. At the Senior School, there are a choice of two car parks, and at the smaller Preparatory School site, there is one car park. Both sites have disabled bays available.



## The School

Sutton Valence School consists of Sutton Valence School (SVS) and Sutton Valence Preparatory School (SVPS).

The Senior School, Sutton Valence School (SVS), is located in the village of Sutton Valence. It currently has 560 pupils (11–18), 113 of whom are boarders. It is a school with a great heart that values individuality and ensures that every pupil enjoys their own, unique journey through formative years of their education. Class sizes are small and the overall pupil-staff ratio of 9:1 enables Sutton Valence pupils to benefit from the close guidance and individual attention of teachers. The academic staff are all highly-qualified subject specialists.

Sutton Valence Preparatory School (SVPS) is an independent IAPS 2 – 11 years, co-educational, day school, situated in the glorious Kent countryside less than a mile down a country lane from SVS. There are currently 265 pupils on roll. It is a happy and caring school where the children are supported to reach their potential and they achieve impressively in both academic and co-curricular activities.



## Vision, Mission and Ethos

### Vision

Through membership of our community and the academic and co-curricular opportunities it provides, we believe that all young people in our School will be enabled to fulfil their true potential. We want our students to be confident, civilised, tolerant and open-minded individuals who possess a love of learning and a strong set of values reflecting our principles as a Christian Foundation.

**Our Mission** is to provide:

- A caring, supportive and inclusive community for the education of children aged 2-18, day and boarding;
- A challenging, relevant and broad curriculum delivered in ways that allow all to achieve;
- An outstanding range of sporting, artistic, cultural and social activities, and opportunities so that children can develop skills such as self-discipline, commitment, leadership and teamwork;
- A safe, secure and stimulating environment which promotes excellence, independence and high standards whilst providing support to all who need it;
- A grounding in moral and spiritual understanding which will promote respect for others, along with self-respect.

### Ethos

A community where each cares for all and individuality is cherished.



**Sutton Valence School**

North Street

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[www.svs.org.uk](http://www.svs.org.uk)

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