



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of Assistant Groundsperson

March 2024



Letter from the Hiring Manager

Thank you for your interest in the role of Assistant Groundsperson at St John's College, Cambridge.

In this candidate pack we outline the purpose of the role and what we're looking for in a candidate. If you're new to the world of higher education or the University of Cambridge and its Colleges, I hope this document will give you a sense of what it's like to work here.

The purpose of this role is to contribute to the care and maintenance of the College sports ground so it can be enjoyed by members of the College, St John's College School, staff and visitors.

We are looking for someone who has a good work ethic, is reliable and has a desire to develop and learn the skills required to work independently over time. The post holder should have a serious-minded approach to assessing risk and working safely, have the ability to communicate with a wide cross section of people and work as a small group or on own initiative, within the guidelines set by the Head Groundsman.

If appointed, you will join a friendly small team of 4 staff at the Sports Ground who are responsible for the care and maintenance of the college playing fields. The post is a great opportunity for someone who has enthusiasm for outdoor manual work.

Best Wishes

Keith Ellis
Head Groundsman

About the College

St. John's College is one of the largest of the University of Cambridge's 31 colleges. Colleges are where students live, eat and socialise, and receive small group teaching sessions. St John's has about 900 students, 160 Fellows (that is, resident academics who teach and research), and about 250 staff.

The buildings and grounds of St John's are a magnificent environment in which to work, but it is the people of St John's who give the place its unique identity. Diversity, independence and intellectual excellence make it a dynamic place in which people can thrive. Read more about St John's on the College's website: www.joh.cam.ac.uk.

The Sports Ground

St John's College sports ground comprises approximately 28 acres of land within central Cambridge. The facilities are available for use by the College and two neighbouring Colleges throughout the year. Additionally, St John's College School have use of part of the grounds during the school day.

The Sports Ground team are responsible for the care and maintenance of the college playing fields. The team works within the Domestic Bursar's team in College. The Domestic Bursar is responsible for managing the facilities and operations across the College Estate.

Principal Responsibilities

The postholder works within a small team of four and is responsible for undertaking a range of duties as directed by the Head Groundsman, including the following:

- a) effective maintenance of the college sports ground to promote grass health and appearance by cutting, spiking, slitting, top dressing, fertilising, weed treatment and repairs to all grass pitches and run off areas
- b) trimming of all hedges and shrubbed areas within the boundary of the sports ground at an appropriate time of year to promote plant health and enhance the appearance of the sports ground
- c) marking and maintenance of lines to pitches/tracks for a variety of sports
- d) maintenance of all artificial grass and hard surface areas including works to minimise the risk of slips and falls
- e) cleaning in and around the sports ground and storage areas in order to maintain a safe environment for users
- f) maintenance and safe use of power and hand tools including hedge trimmers, strimmers, blowers, tractors, powered rollers, cylinder mowers and rotary mowers.

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Head Groundsman from time to time.

Note: During the University term, the position will require you to work weekends on a rota set down by the Head Groundsman. Occasionally, weekend work may be required out of term.

Person Specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent with a minimum grade C or Level 4 in Maths and English • Lantra tractor driving qualification (or willingness to obtain this immediately on commencement) 	<ul style="list-style-type: none"> • A general working knowledge of sports amenity horticulture methods, sports ground machinery. • Good general working knowledge and safety procedures for machinery, ideally with relevant H&S certification and training. (Training will be provided, if required) • Previous experience of, and a desire to learn about servicing and carrying out basic repairs to grounds machinery.
Skills, Abilities and Competencies	<ul style="list-style-type: none"> • The ability to work as a small group or on own initiative for day to day activities, within the guide lines set by the Head Groundsman. • A good work ethic and reliable with enthusiasm for outdoor manual work. • The ability to communicate with a wide cross section of people. • A serious-minded approach to working safely, with the ability to assess risk and seek advice when needed. • A desire to develop and learn the skills required to work independently over time. 	



Terms & Conditions

Post:	Assistant Groundsperson
Length of post:	Permanent
Hours of work:	36.25 hours per week
Salary:	The salary for the post will be between £23,328.51—£24,629.92 p.a. (depending on experience) plus benefits
Location:	The roles are based at St John's College in Cambridge.

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

Read more about the benefits of working at [St John's](#).

The appointment will be subject to an initial probationary period of six months during which the position may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.



Recruitment Process

The deadline to apply is **9.00am** on **Monday 15th April 2024**. Interviews are expected to be held during the week commencing 22nd April 2024.

Please include in your application:

- A fully completed application form
- A covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you
- A full and up to date c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.

St John's College
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United Kingdom

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