



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the post of
Assistant Groundsperson**

Requirement

St John's College wishes to appoint an Assistant Groundsperson on a permanent basis.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

College Aims: the College's statutory aims are the advancement of education, religion, learning and research.

Department Aims: The Sports Ground Team are responsible for the care and maintenance of the college playing fields.

The Sports Ground Department 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 and Duties

Job title: Assistant Groundsperson

Department: Playing Fields

Responsible to: Head Groundsman

Job Purpose: 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.

The post will include some interaction with students using the grounds and, on occasion, members of the public who use the path crossing the playing fields.

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 to include the following:

- a) To ensure the effective maintenance of the utilisation of the college sports ground, undertake cutting, spiking, slitting, top dressing, fertilising, weed treatment and repairs to all grass pitches and run of areas to promote grass health and enhance the appearance of the sports ground.
- b) The 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) The marking and maintenance of lines to pitches for sport to be played on in a correct and effective way to enhance the appearance of the sports ground.
- d) The maintenance of all artificial grass and hard surface areas in order to minimise the risk of slips and falls to enhance the appearance of the sports ground.
- e) The post holder is responsible for the cleansing work in and around the sports ground and storage areas in order to maintain a safe environment for members of the college and their guests and visitors. This includes the safe removal and disposal of dangerous and hazardous materials.
- f) The 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.

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.

Qualifications, Knowledge and Experience:

- 1-3 years work experience in sports amenity horticulture and/or a minimum qualification of NVQ level 1 or equivalent.
- A general working knowledge of, and interest in, sports amenity horticulture methods, sports ground machinery, fertiliser and chemicals.
- Good general working knowledge and safety procedures for machinery and chemicals, ideally with relevant Health & Safety certification and training. (Training will be provided, if required.)
- Previous experience in and a desire to learn about servicing and carrying out basic repairs to grounds machinery would be of particular interest.

Skills, Abilities and Competencies:

- The ability to work as a small group or on own initiative on day to day activities within the guidelines set by the Head Groundsman.
- A good work ethic and keen to learn. Reliable, with enthusiasm for outdoor manual work.
- Interested in sport with the ability to communicate with a wide cross section of people.
- Ability to follow advice concerning Health and Safety guidelines.
- Able to read and understand relevant risk assessments.

Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post will be between £20,794.98 - £22,559.00 p.a. (depending on experience)
Hours of work:	36.25 per week – hours to be worked over a 5 out of 7 day rota (Monday to Sunday). Rota to be determined by the Head Groundsman.
Location:	The role is based 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

The appointment will be subject to an initial probationary period of six months during which the appointment 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.

Any offer to a successful candidate will be conditional upon a satisfactory DBS check.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full 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

to arrive no later than **9.00 am on Friday 12 November 2021.**

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.