

# Information for applicants to non-teaching posts at Tiffin **ASSISTANT GROUNDSPERSON**



**TIFFIN  
SCHOOL**  
engage • aspire • excel  
www.tiffin.kingston.sch.uk

Thank you for your interest in this post. I do hope that in reading this information about the post and School, and by looking at our website, you will feel inspired to submit an application. With a vibrant and friendly staff, and a sports ground close to Hampton Court Palace and the River Thames, Tiffin is an excellent school to work in. I look forward to receiving your application.

**Mike Gascoigne, Headteacher**

## **Tiffin School:**

### **Introduction and Background**

Tiffin School is a boys' selective state school of nearly 1,300 pupils with a mixed Sixth Form from 2019, located in the centre of Kingston upon Thames. Its origins date back to 1638, and it has occupied its current site in the heart of Kingston since 1929. Today, Tiffin School is one of the leading state schools in the country, educating pupils from Kingston and its surrounding areas in South West London. The School attracts pupils from a wide range of diverse backgrounds, and is judged to be outstanding by Ofsted.



The School is highly acclaimed for its ethos of combining the outstanding academic achievement of a traditional grammar school environment, with a wide offering of activities particularly in sport and the performing and creative arts. Rugby, cross-country, rowing, basketball, badminton, cricket and tennis all thrive, and regular Saturday fixtures are held at our sports grounds at Hampton Court. This is captured in the School's vision statement "Inspiring students to engage, aspire and excel."

## **Groundstaff at Tiffin School**



Our Grounds Team play a vital role in ensuring that Tiffin School's Sports Ground, known as Grist's, is of the highest standard for pupils doing sport on the curriculum, for inter-school matches, and for the provision of sporting pitches to the wider community to whom we hire pitches year round. Our sports ground is fantastically situated at Summer Road, East Molesey, with the River Thames and Hampton Court Palace very close by.

The 30 acres of grounds are in a beautiful setting, and also contain two pavilions, related parking, and some outbuildings.

The grounds are maintained on behalf of both the School and the old boys association (Tiffinian Association Ltd). The pitches are used from Monday to Saturday by the School in term time, and at the weekends by the old boys association and other external lettings. The School takes sport very seriously and plays competitively to a high level with other state and independent schools. Indeed, famous Tiffin pupils have included England Cricket Captain Alec Stewart, and current Surrey cricketer Arun Harinath, as well as club

rugby players, all of whom learnt their sport at school, at Grist's. It is therefore extremely important that our pitches and cricket squares are maintained to a high standard.

Throughout the Winter Term and most of the Spring Term we operate regular Saturday fixtures in Rugby, and in the Summer Term we have regular Saturday cricket fixtures. This means the School will often field up to 6 matches on a Saturday against another school, hosting visiting teams as well as parents. Every afternoon during the week a different year group of boys goes down to the playing fields for their sports, and often there are also mid-week matches. In the Spring Term we host a Rugby Sevens tournament, and in the Summer Term a special cricket match against the MCC. Alongside these activities, football is also regularly played at the ground. Currently the grounds are laid out for 4 rugby and 3 football pitches in the winter, and four cricket squares and pitches, as well as an athletics track in the summer.

There are also two pavilions at the grounds, one of which is the School pavilion, with the other mostly used by the old boys. In addition, there is a significant amount of grounds equipment including tractor, mowers and other items which are kept in a special garage.

The small Grounds team is run by the Sports Estates Manager who oversees the overall planning and operation of the grounds across the year. You will work most closely with the Head Groundsman who sets out your weekly work and is responsible for the delivery of quality playing surfaces for all teams, and achieving the weekly requirements for pitch provision. He also oversees the training, safety and development of the Grounds Team, including training in safe practices and use of machinery around the grounds. You will be line managed by the Head Groundsman.

We work to a flexible timetable that allows us to meet the changing demands of the seasons. This requires that some working days, at various times in the year, are longer and others shorter. We strive to ensure that we get the pitches to match standard across the year whatever the obstacles. We also ensure that the school pavilion is as presentable as our pitches so that visitors from other schools and clubs are impressed by our standards. Other jobs such as hedge trimmings, path clearing and general maintenance also fall within our remit. Further external training will be provided as you grow into the role.



Tiffin has a proud history of being able to provide good quality pitches for sporting fixtures and providing the right environment for its 1200 pupils that visit the site during the week for sport. You will meet many of the coaching staff and be liaising with them to ensure proper pitch rotation across the week. Within a small team it is essential that good relationships are fostered to ensure things go smoothly.

You will in the longer term be required to work alone when covering for the Head Groundsman during periods of annual leave.

This job offers much variety in the tasks you will have to perform and the goals you will have to achieve. When work is in part dictated by the weather you must be versatile enough to see through the challenges and get the job done. There is an immense degree of satisfaction in seeing and being recognised for delivering quality playing surfaces.

Please see the job description and person specification for more detail.

## **Tiffin's Location:**

### **Kingston upon Thames**

The School's Kingston town site provides all of its teaching and learning facilities and some sports facilities. The School is also very fortunate to have its extensive playing fields in Hampton Court, where sport is played every afternoon, and at weekends, and its own boathouse in Kingston. Our sports ground is beautifully situated with the River Thames and Hampton Court Palace very close by.



### **School Facilities**

The School has very good facilities which have been developed over the years. The centre of the School is arranged around a garden that has the original 1929 building matched with the award winning, Learning and Resources Centre (LRC) built in 2004. The six main buildings which make up the site, together provide extensive facilities such as twelve fully equipped science laboratories, three art rooms and a drama studio. There is a large hall for assemblies which is also used for public performances, as well as a separate Sports Centre. The School is continuing to follow its master plan for the development of the site, and a fantastic new 2-storey building was opened in 2018 to house a dining hall and 5 more classrooms, and a new Sixth Form area was opening alongside this. An extension to the Sports Centre is being constructed from Easter 2019.

The School site in Kingston contains our all-weather floodlit artificial pitch (see below). In addition, our playing fields at Hampton Court provide extensive playing facilities for rugby, cricket, cross country and football, and our boathouse, which we run in partnership with Kingston Rowing Club, is by the Thames near the centre of Kingston. We are most fortunate to have such facilities available that allow us to provide a range of sporting opportunities for our students and also provide a source of funding through third party lettings in the evenings and at weekends.

### **Professional Development**

Tiffin invests in its staff through both internal and external professional development. Yet we also give a trust to our staff, as professionals, to carry out their job with the minimum bureaucracy necessary. All staff undergo induction. In all aspects of the support and administrative life of the School, Tiffin is fortunate to have a dedicated and committed support staff that allow the School to operate in such an effective way.



### **Staff and their Welfare**

There are at present about 70 teaching staff and 40 non-teaching staff at Tiffin. The School is a most friendly place to work, and there is an excellent and vibrant mix of both experienced and newer staff. It is a place where young staff can learn and progress, or older staff can hone their talents. There is a very good camaraderie among the staff, helped by the socials and events which are organised. Welfare of staff is a key concern of the management. We have our own salary scales which reflect the local government scales for Outer London, and non-teaching staff are able to join the Local Government Pension Scheme. Where the type of work requires it, uniform and Personal Protective Equipment will be made available.

## Safeguarding of Children

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1974 (AS AMENDED IN 2013)

Tiffin School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all: convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions, criminal investigations that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).



## Equal Opportunities

Tiffin School is an equal opportunities employer and its policies, including the need to guard against false assumptions based on an applicant's sex, race, colour, nationality, ethnic or national origins, disability, religion, age, marital status, working pattern, sexual orientation or gender reassignment, are followed at all stages of the selection procedure.

## How to apply

Please access our website, ([www.tiffinschool.co.uk](http://www.tiffinschool.co.uk)), for information on the [vacancy](#) and an application form or phone for an application form 0208 546 4638 which must be returned to: Mr M D Gascoigne, Headteacher, Tiffin School, Queen Elizabeth Road, Kingston upon Thames, Surrey KT2 6RL, or by email to Helen Edwards at [hedwards@tiffin.kingston.sch.uk](mailto:hedwards@tiffin.kingston.sch.uk), by noon on xxxxxxx.

# Tiffin School Assistant Groundsperson Person Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	Reasonable level of literacy and numeracy Fluent English speaking	GCSE level education, including English and Maths  Full driving licence with no penalty points
Experience	Practical level of outdoor & "hands on" work.  Working for an organisation/small business with a command structure.  Working in a team environment.	Experience of using machinery and tools safely  Experience of dealing with members of the public
Skills, knowledge and aptitude	Ability to cope with physical demands of job  Practical skills  Willingness to work outdoors in all weathers  Good communication skills  Ability to work alone, on own initiative  Flexible approach to work	

# Tiffin School Assistant Groundsperson

## Job Description

**Line of Responsibility:** The Head Groundsperson

### **Job Purpose:**

The Assistant Groundsmen work under the direction of the Head Groundsperson in order to carry out the maintenance and care of the facilities at Grist's and, when directed, maintenance work on the MUGA and playing field on the school site.

### **Operational**

- Maintaining the lawns, playing fields and hard court areas to a standard required by school teams and relevant football, cricket and rugby organisations.
- Mowing and marking out of the pitches as required.
- End of season renovations across all pitches.
- Ensuring that pitches and goals are safe and fit for purpose.
- Using tractors and other mechanical equipment, maintain the school grounds and parking areas.
- Ensuring that all grounds equipment is maintained to a safe and serviceable condition and workshop facilities are kept clean and tidy.
- Assist in the upkeep and cleaning of the pavilions as directed.
- To assist with the maintenance of the MUGA and other playing surfaces on the school site.
- Assisting in the marking out of pitches for various sporting events and parking arrangements.
- Maintaining woodland and scrub areas to a safe and healthy condition
- Assisting with various clerical duties including record keeping and safety documentation.
- Overseeing contractors or suppliers working for the department.

### **General**

- Assisting in the clearance of ice and snow when necessary.
- Sweeping footpaths and external entrances on a regular basis or as directed
- Checking and maintaining boundary fencing / other fencing on a regular basis
- Cleaning and maintaining directional signs when necessary.
- This list is not exhaustive and you may be asked to carry out other reasonable tasks by management when necessary.
- Training will be provided where necessary to meet personal needs and job specific requirements
- All duties to be undertaken in accordance with the school's child protection and safeguarding policy

### **Duties & Responsibilities**

Main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

### **Conditions of Employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body, and uphold the school's policy in respect of child protection matters.

S/he shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the school's performance management scheme.