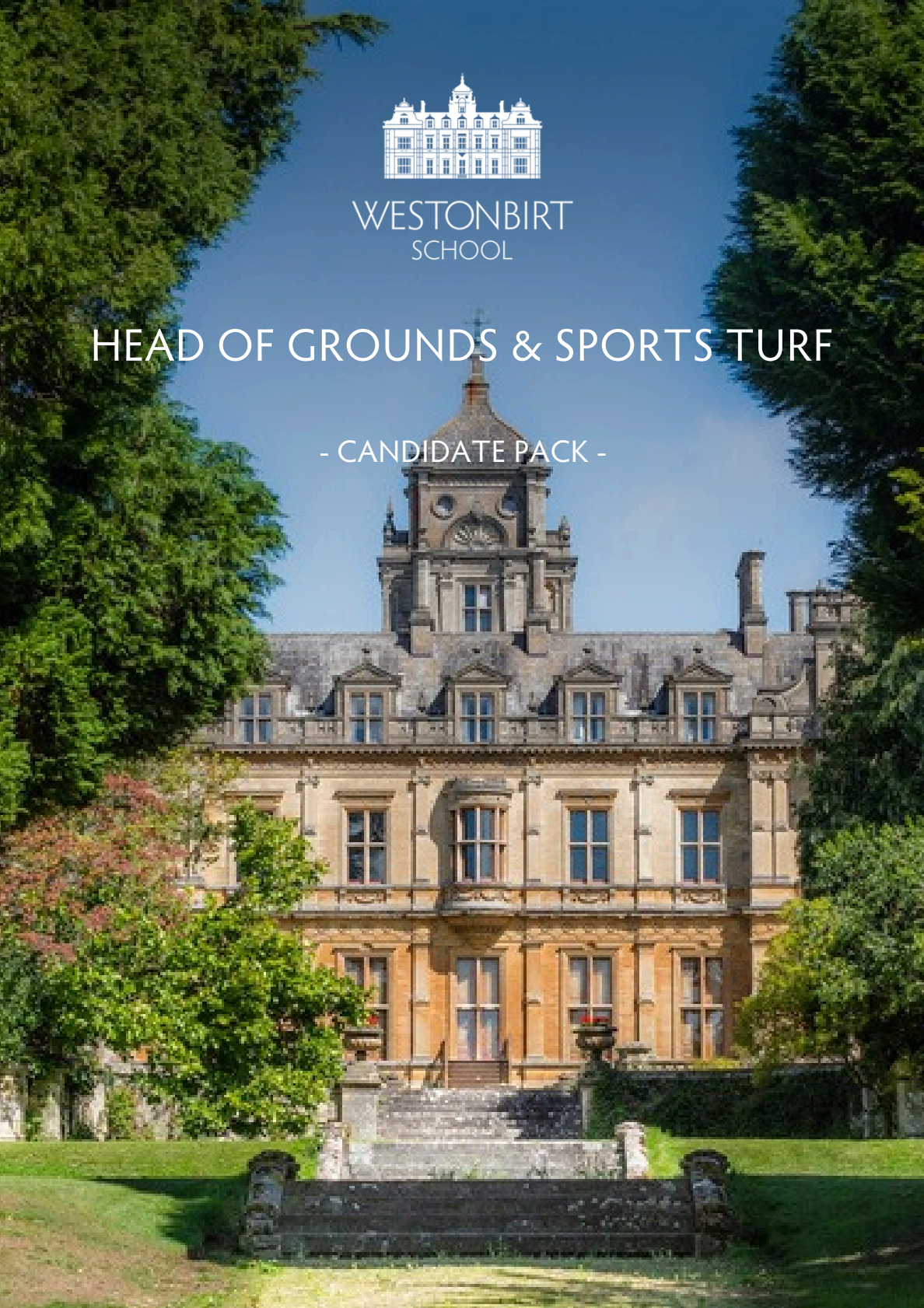




WESTONBIRT  
SCHOOL

# HEAD OF GROUNDS & SPORTS TURF

- CANDIDATE PACK -



## WELCOME FROM DINA POROVIC

A very warm welcome to Westonbirt!

We are so much more than a school. We are driven by an unshakeable commitment to enabling young people to flourish and thrive in all aspects of their lives. We believe in nurturing individuals who grow up knowing their own worth and the positive impact that they can make. We are guided by a deep belief in the endless potential of every child, which underpins our pursuit of excellence and the high expectations that we have of them.

We model for our pupils a collective lifelong commitment to learning. We are ambitious for and on behalf of them. Intellectual curiosity and an appreciation of the beauty and fragility of this world underpin the approach we take to ensure that the experience of learning is relevant and inspiring. Set within an extraordinary natural environment, Westonbirt offers space to think and to create. This freedom allows pupils to challenge themselves without fear, understanding that growth comes not from the pursuit of perfection, but from effort, reflection and resilience. Individuality is celebrated and pupils develop confidence that is grounded and authentic.

Life at Westonbirt extends far beyond the classroom. Whether through sport, music, drama or creative pursuits, whether leading or learning a new skill, pupils are encouraged to push beyond known horizons and challenge their pre-conceived limitations. They are supported by exceptional staff who are invested in ensuring every child is known, valued and guided to become the very best version of themselves and to experience success.

Westonbirt is a community bound by shared values and a fierce sense of loyalty. We aim to develop young people who are compassionate and courageous, ready not only for university or the next stage of their education, but for exciting, fulfilling and productive lives well beyond their school years. While we are proud of the outcomes our pupils achieve, we measure our success by the stories they create and the good they go on to do in the world.

If our vision and commitment to young people inspires and excites you then I very much hope that you will consider applying. A warm welcome in the most beautiful setting awaits you!



Dina Porovic  
Head



## THE OPPORTUNITY

The Head of Grounds and Sports Turf is responsible for the day-to-day leadership, maintenance, presentation and continuous improvement of the school's grounds, natural sports pitches, woodland and wider external estate. This is a hands-on working management role: the post holder will lead the Grounds Team while undertaking practical grounds and sports-turf duties alongside colleagues.

The primary objective is to maintain safe, attractive and consistently high-quality grounds and playing surfaces that support the educational, sporting and operational requirements of the Prep and Senior Schools. The role includes forward planning, team supervision, resource and machinery management, contractor coordination, compliance, budget awareness and the delivery of seasonal maintenance programmes

## HOURS, SALARY & BENEFITS

Hours: Permanent, full time role, 39 hours per week, 5 days out of 7. There will be some early starts, Saturdays and occasional weekend working will be required to support fixtures, events, adverse weather and operational needs.

Salary: £30,000 to £35,000 dependant upon experience and qualifications.

Benefits:

- 5% employer pension
- Means tested staff discount
- Complementary lunch where possible
- Access to the group's counselling scheme
- Personal accident cover at work
- On site parking
- Access to fully funded apprenticeships
- 25 days annual leave + bank holidays
- Pre-paid shopping discount card

If you need any adjustment for the application or interview process please contact: [HR@westonbirtschool.uk](mailto:HR@westonbirtschool.uk)

## APPLICATION & KEY INFO

Applicants should complete the school's application form - [link here](#)

Applications will be reviewed as they are received, and we will organise interviews as we receive applications. Prompt application is encouraged.

Westonbirt Schools are 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, reference and medical checks and the Disclosure and Barring Service.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



# JOB DESCRIPTION

## Leadership, Planning and Continuous Improvement

- Provide visible, practical day-to-day leadership of the Grounds Team, allocating and prioritising work according to seasonal requirements, fixtures, School activities and operational needs.
- Develop and manage daily, weekly, monthly, seasonal and annual maintenance programmes, moving the service towards a planned and preventative approach.
- Conduct team briefings, monitor standards and productivity, provide practical guidance and identify training and development needs.
- Regularly inspect the estate, proactively identify maintenance, safety and improvement requirements, and maintain appropriate records of planned and completed work.
- Prepare practical improvement proposals and assist the Head of Estates with medium- and long-term plans for grounds, sports facilities, woodland, machinery and infrastructure.
- Promote a positive, professional and collaborative culture and work closely with Estates, Maintenance, Operations, Facilities and Sports colleagues.

## Sports Pitches and Playing Surfaces

- Take responsibility for the preparation, presentation, maintenance and progressive improvement of natural sports surfaces, including rugby, football, lacrosse, cricket, athletics, training areas, general playing fields and cross-country routes, together with associated tennis and hockey facilities where applicable
- Plan and undertake mowing, rolling, aeration, scarification, verti-draining, brushing, overseeding, fertilising, irrigation, top dressing, turf repair and seasonal renovation.
- Maintain appropriate grass heights and playing standards for each sport and season; prepare cricket squares, wickets and outfielders where required.
- Set out pitches accurately and complete initial line marking and regular over-marking to appropriate sporting standards.
- Prepare pitches and outdoor facilities for fixtures, tournaments, sports days, camps, lettings and other School events.
- Work closely with the Sports Department to understand fixture programmes, priorities and access requirements.
- Monitor weather, ground conditions, drainage, compaction, wear, turf health, weeds, pests and disease; advise on pitch suitability and safety and implement appropriate remedial action.
- Manage watering and irrigation programmes and develop practical measures to improve pitch drainage, resilience, usability and presentation.



# JOB DESCRIPTION

## General Grounds and Estates Presentation

- Maintain lawns, formal grass areas, ornamental gardens, shrub beds, borders, hedges, verges, banks and planted areas to a consistently high standard.
- Undertake planting, pruning, hedge cutting, strimming, weed control, leaf clearance, minor landscaping and general horticultural work.
- Maintain paths, external steps, roads, access routes, car parks, fencing, gates, boundaries, ditches, drainage channels and watercourses.
- Maintain particularly high presentation standards around entrances, prominent buildings, visitor areas and key external spaces.
- Undertake or coordinate minor repairs to gates, fences, sheds, stores and outbuildings, and assist with the movement of materials, equipment and deliveries.
- Provide practical support to the Golf Course team and wider Estates operation when requested and within the post holder's competence.

## Woodland, Trees and Biodiversity

- Take an active role in the management of woodland, forest areas, significant trees, paths, access routes and woodland boundaries.
- Undertake vegetation management, appropriate coppicing, removal of fallen branches and debris, invasive-species control and habitat work within training and competence.
- Monitor tree condition, identify potentially hazardous trees or branches and report concerns promptly to the Head of Estates, arranging specialist advice where required.
- Coordinate arboricultural and forestry contractors and assist in developing long-term tree and woodland management programmes.
- Protect the environmental, ecological and educational value of woodland areas while maintaining safe access for pupils, staff and visitors.

## Machinery, Equipment and Workshop

- Safely operate tractors, ride-on and pedestrian mowers, tractor-mounted implements, power tools, chainsaws, woodchippers, brush cutters and specialist turf equipment where trained and authorised.
- Ensure machinery and equipment receive documented pre-use checks, cleaning, secure storage, routine maintenance, servicing, repairs and statutory inspections where applicable.
- Remove unsafe equipment from service, report defects promptly and maintain accurate machinery, servicing and inspection records.
- Undertake minor repairs where competent and support the Head of Estates in developing an evidence-based machinery replacement and investment programme.
- Ensure fuels, oils, chemicals and other materials are securely stored, correctly handled and appropriately controlled.

## Chemicals, Fertilisers and Turf Treatments

- Apply fertilisers, selective herbicides, pesticides and other treatments only where appropriately trained, certificated and authorised.
- Plan and undertake spraying in accordance with legislation, COSHH assessments, product instructions, environmental controls and School procedures.
- Maintain complete application and stock records and ensure chemicals are securely stored and disposed of correctly.
- Promote proportionate chemical use and integrated approaches that protect people, wildlife, soil and watercourses.

# JOB DESCRIPTION

## **Sports Equipment, Events and Adverse Weather**

- Arrange the safe erection, inspection, movement and storage of goal posts, nets, cricket equipment, athletics equipment and other outdoor sports equipment.
- Support major School events, including fixtures, open days, speech days, parents' events, external lettings, camps and functions, ensuring external areas are prepared and presented appropriately.
- Participate in adverse-weather and emergency arrangements, including gritting, snow and ice clearance, storm-damage response, fallen-tree management, flooding response and drainage clearance.
- Provide reasonable practical support to room, furniture, equipment and site setups during periods of high operational demand.
- Health, Safety, Compliance and Safeguarding
- Ensure grounds activities comply with legislation, School policies, risk assessments, safe systems of work, COSHH assessments and manufacturers' instructions.
- Prepare, review and contribute to risk assessments, method statements and toolbox talks, with suitable controls for machinery, tractors, chainsaws, chemicals, work at height, manual handling, noise, hand-arm vibration, lone working, vehicle movements and work near pupils or the public.
- Ensure staff are trained, competent and authorised for assigned tasks and equipment, and that suitable PPE is provided, maintained and used.
- Report hazards, defects, accidents, near misses and unsafe conditions promptly and secure work areas where machinery, chemicals or other hazards are present.
- Promote and safeguard the welfare of children and young people, maintain professional boundaries and comply with the school's safeguarding and child-protection procedures at all times.

## **Contractors, Budget and Procurement**

- Assist with the appointment, coordination and supervision of specialist contractors, including arboricultural, forestry, sports-turf, drainage, fencing, landscaping, pest-control and machinery-servicing providers.
- Confirm that contractors work safely, protect the school community and complete works to the required quality and specification.
- Work with the Head of Estates to prepare and manage grounds budgets, planned expenditure and procurement.
- Obtain competitive quotations, demonstrate value for money and monitor consumption of fuel, seed, fertiliser, chemicals and other materials.
- Make balanced repair-or-replace recommendations based on condition, reliability, operational need and whole-life cost

## **Environmental Management and Sustainability**

- Support the School's environmental objectives through biodiversity enhancement, habitat creation, sustainable planting, soil improvement, responsible woodland management, water conservation, composting and green-waste management.
- Minimise unnecessary use of water, chemicals, fuel and other resources and encourage responsible recycling and disposal.
- Balance environmental objectives with the school's educational, sporting, safety and operational requirements.

# PERSONAL SPECIFICATION

## Essential

- Significant practical experience in grounds maintenance, sports turf, horticulture, estate management or a closely related discipline.
- Experience supervising or leading a grounds, turf or landscaping team and a willingness to work practically alongside colleagues.
- Strong knowledge of seasonal sports-pitch preparation, renovation and maintenance, including the safe use of relevant machinery.
- Practical experience of maintaining large, grassed areas and working with woodland, trees or forest environments.
- PA1 and PA6 pesticide qualifications, or recognised equivalents appropriate to the role.
- Appropriate chainsaw, tractor, woodchipper and brush-cutter/trimmer training or certification, together with relevant LANTRA and/or NPTC qualifications.
- Sound understanding of workplace health and safety, COSHH, risk assessment and safe systems of work.
- Ability to plan, prioritise and adapt workloads effectively in response to seasons, weather, fixtures and changing School needs.
- Good practical judgement, problem-solving ability, attention to detail and pride in the presentation of the estate.
- Clear communication and the ability to work constructively with staff, pupils, visitors, contractors and other departments.
- Full UK driving licence.
- Physical capability to undertake demanding outdoor work throughout the year and in varying weather conditions.
- Reliable, punctual, trustworthy and flexible, including a willingness to work occasionally early starts, evenings or weekends.

## Desirable

- Level 2 or higher qualification in Sports Turf, Horticulture, Amenity Horticulture, Arboriculture or a related subject.

- PA2 pesticide qualification and experience using specialist sprayers, aerators, scarifiers, rollers and spreaders.
- Experience preparing cricket squares and wickets and maintaining irrigation or sports-pitch drainage systems.
- Tree inspection or arboricultural training and experience coordinating specialist tree works.
- Basic mechanical knowledge and experience of routine machinery maintenance and minor repairs.
- Current First Aid and Manual Handling training.
- Experience in a school, college, university, sports club, historic estate or similarly complex environment.

## Personal Qualities

- A visible, practical and supportive leader who sets high standards by example.
- Proactive, organised and improvement-focused rather than purely reactive.
- Able to motivate and develop a team while maintaining accountability and productivity.
- Calm, adaptable and able to balance competing operational priorities and deadlines.
- Safety-conscious, environmentally responsible and commercially aware.
- Professional, approachable and comfortable working within an active School environment.
- Committed to confidentiality, safeguarding and consistently high standards of conduct.
- Consistently safe, well-maintained and appropriately prepared sports pitches and playing surfaces.
- Effective management of woodland, trees, biodiversity and environmentally sensitive areas.
- A clear annual and seasonal maintenance programme with reduced reliance on reactive work.
- Effective deployment, supervision, training and development of the Grounds Team.
- Safe, compliant and well-documented working practices.
- Reliable, cost-effective management of machinery, contractors, consumables and grounds expenditure.
- High standards of preparation for major School events and positive working relationships across departments.

## WESTONBIRT SCHOOL

Westonbirt School is a co-ed independent day and boarding school for boys and girls aged 2 to 18 years, located in the Cotswolds, 90 minutes from London. At Westonbirt you will find an inspired community, set within 210 acres of parkland grounds and a breathtaking mansion. With an ethos of greenhouse not hothouse, success is celebrated and talent is nurtured. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

The School was recently voted 'Co-educational Independent School of the Year' at the 2023 Independent School of the Year awards and is also included in the Fortune 'World's Leading Boarding Schools' 2023 report with a five star review.

For more information on Westonbirt School, please visit: [www.westonbirt.org](http://www.westonbirt.org)

## WISHFORD EDUCATION

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Schools group, please visit: [www.wishford.co.uk](http://www.wishford.co.uk)

