

# JOB DESCRIPTION

<b>Job Title:</b> Assistant Groundsman	<b>Current Job Holders:</b> N/A
<b>Department:</b> Sites & Facilities	<b>Effective Date:</b> July 2021
<b>Location:</b> All Club Sites	<b>Role Type:</b> Employee

## **JOB PURPOSE**

To support the Head Groundsman in the day-to-day management of the Clubs premises, with particular focus on the maintenance and preparation of the pitch for first team home fixtures and other matches. This will extend to the training facility and surrounding areas or other property the Club operates. This is a busy and varied role, where matchday and work out of hours is required across all Club sites.

## **KEY RESPONSIBILITIES**

The successful candidate will work as an integral part of the Estates team to be primarily responsible for carrying out the following duties:

- Pitch Maintenance - Procedures including but not limited to; mowing, marking, aeration, fertilising, scarifying, frost cover application, top dressing, seeding and pitch light manoeuvring/maintenance
- Equipment Maintenance - Goals, ball stopping nets etc
- Machinery - Greasing, cleaning, setting up, oil checks and visual checks before use
- To ensure that the maintenance and preparation of the pitch complies with the requirements of The Football Authorities
- To follow up and action any faults or pitch/grounds repairs required
- Maintain surface to agreed standards by adhering to pre-defined maintenance programmes
- To check the pitch thoroughly before and after any public event for any problems that may have arisen
- Liaising with coaching staff as required and under the direction of the Head Groundsman
- Ensuring the safety of all playing surfaces.

### **Health & Safety:**

Employee requirements:

- Maintain up to date knowledge of Health & Safety related guidance and processes within your role and in line with the Clubs Health & Safety Policy
- Consider the Health & Safety implications of all actions and inaction within your role
- Support and uphold agreed standards for Health & Safety compliance, including assisting in accident, dangerous occurrence and near miss investigations within your role
- Follow and adhere to; safe management systems and working practices in line with the Clubs Health & Safety Policy

- Ensure you have been briefed and are confident in using any equipment prior to use and seek guidance from your line manager as required
- Regularly review risk assessments, safe working, and management systems associated with your role
- Liaise regularly with the Clubs appointed Health & Safety representatives to support and maintain compliance
- Maintain records of all Health & Safety issues within your role and area of responsibility.

## **MAIN JOB REQUIREMENTS AND PERSON SPECIFICATION**

### **Education/Qualifications/Training:**

- Relevant technical qualifications e.g. Level 2 City & Guilds Diploma in Sports and Amenity Turf Maintenance, or NVQ Level 2 Sports Turf Management or equivalent.

### **Specific Experience:**

- Demonstratable experience maintaining football pitches to professional standard
- General football and sports knowledge
- An understanding of working in the events industry which can involve unsocial hours and weekend working
- Excellent knowledge of pitch maintenance equipment (cylinder mowers, tractors, spiking equipment etc)
- Display an understanding of different turf and synthetic surface including soil types and drainage
- Basic understanding of H&S measures when working with machinery equipment.

### **Abilities/Skills/Knowledge:**

- The successful candidate will enjoy working as part of a team, be enthusiastic, hardworking, and be flexible to the requirements of the position and the business
- Willing to work unsociable hours which will include evenings and weekends and have a flexible approach to tasks and the ability to work to tight deadlines
- Focused on achieving Club, departmental and individual success
- Be an ambassador for the Club presenting the Club in a positive image at all times.

### **Additional Information:**

- This a full-time role
- Applicants must be eligible to live and work in the UK

## **SAFEGUARDING STATEMENT**

The Club is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The Club has systems in place to ensure that the welfare of vulnerable groups is dealt with appropriately and sensitively. Everyone working at the Club has a duty of care to safeguard the welfare of children and young people by creating an environment that protects them from harm. Our standards of practice ensure all staff are fully aware and understand their responsibilities under safeguarding legislation and statutory guidance.

The Club ensures that all staff that have a direct responsibility for children, young people, or vulnerable adults, have been subject to the most stringent of recruitment practices which include DBS and reference checks. These

staff are alert to signs of abuse or maltreatment and will refer concerns to the relevant Designated Safeguarding Officers using the agreed safeguarding procedures.

### **EQUALITY STATEMENT**

The individual must at all times, carry out their duties with due regard to the Clubs policies and procedures and in particular the Clubs Equality, Diversity, and Inclusion Policy.

The individual must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation, or harassment of any description and to promote positive working relationships between all internal and external stakeholders. The individual must contribute to encouraging equality and respecting diversity by embedding such values in the workplace and challenging inappropriate behaviour and processes.