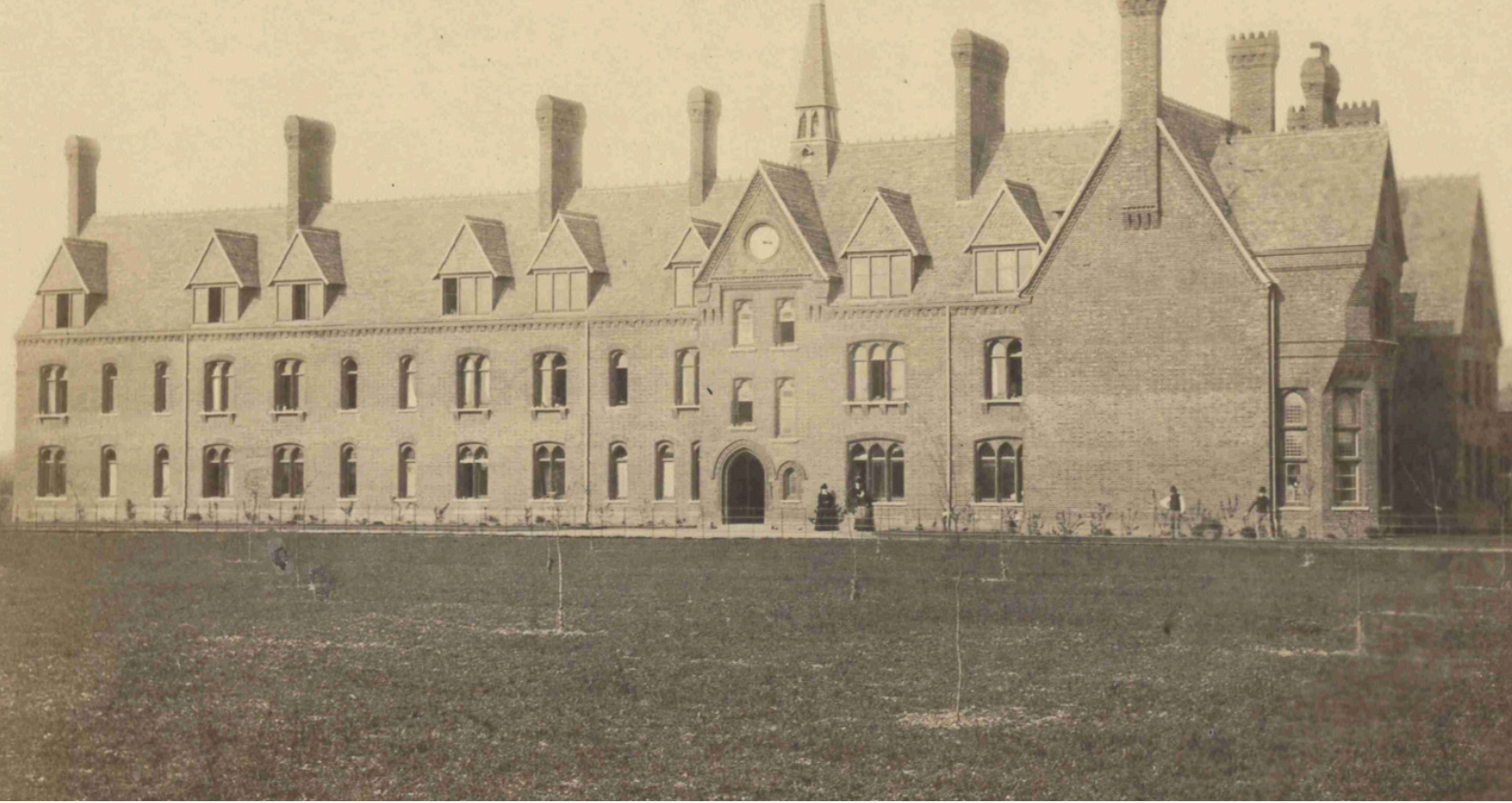


Grounds and Sports Facilities Assistant

Candidate Pack



About Girton

Since its foundation in 1869, Girton College has led the way in educational empowerment. Founded as the UK's first residential institution for the higher education of women, Girton was part of a global movement for the full participation of women in political, professional, and scholarly life.

Fully mixed since 1979, Girton remains an inclusive, and supportive community, with academic excellence, intellectual curiosity, and widening participation at its core. Today, the College is home to around 900 students, 150 Fellows, and over 135 professional and operational colleagues.

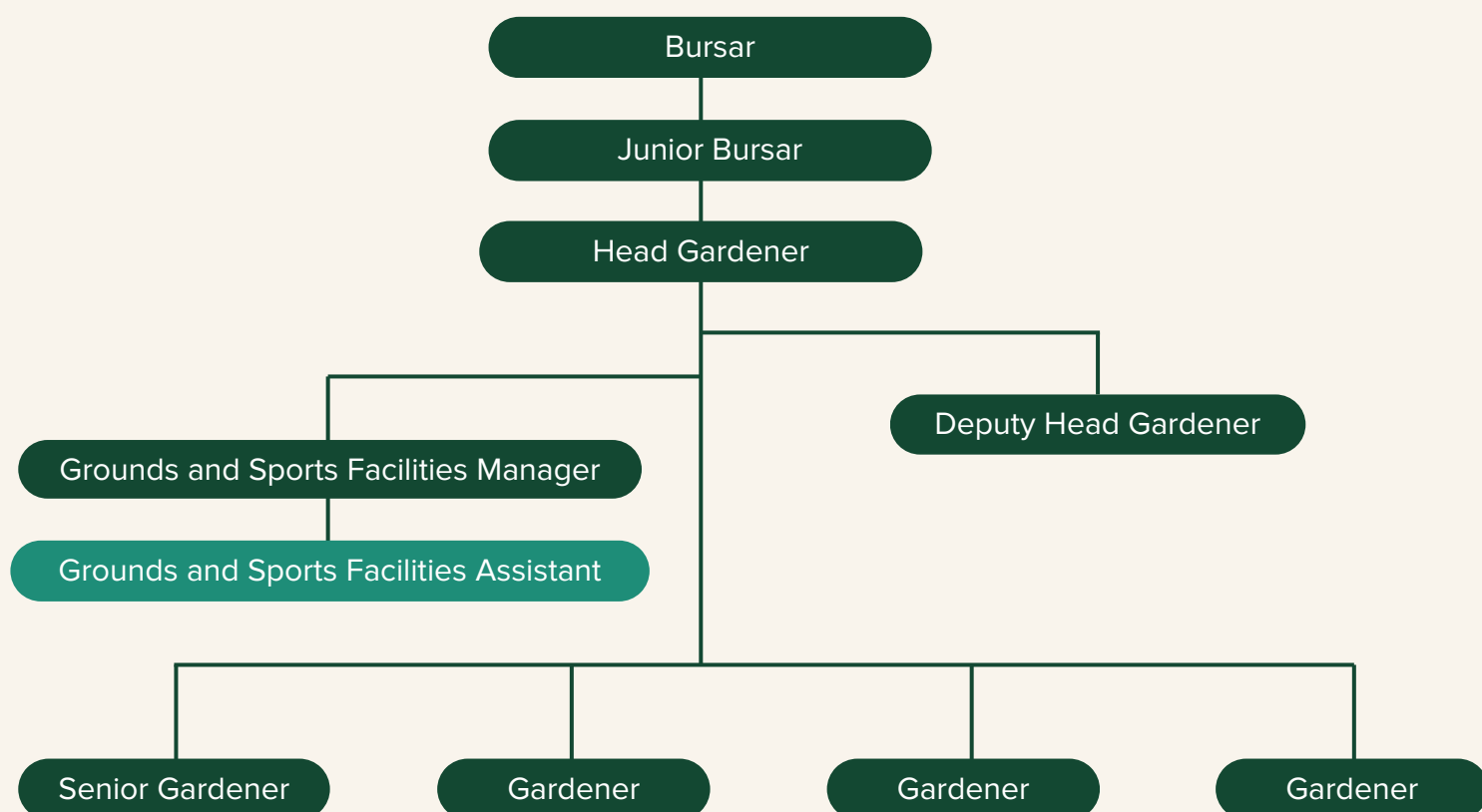
Set in more than 50 acres of greenbelt, Girton combines rich Victorian heritage with outstanding contemporary facilities, offering a distinctive collegiate environment just outside the centre of Cambridge. The College provides a holistic educational experience, combining academic rigour with a vibrant cultural and social life, and extensive opportunities for personal development.

Girton's global community extends well beyond Cambridge, with more than 12,000 alumni in 116 countries. Our founding belief remains as relevant today as it was in 1869: that education can transform individual lives and help shape a better, more inclusive future.



The Role

We are seeking a Grounds and Sports Facilities Assistant to help with the maintenance, management, presentation and development of the grounds and indoor and outdoor sports facilities at Girton College and its properties in Cambridge.





Responsibilities

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

1. To undertake work required in all grounds, gardens, and sports areas, including but not limited to:
 - a. General maintenance and preparation of sports facilities and grounds, to include preparation of pitches, grass and hard courts and equipment, and including the sports pavilion, indoor gyms and squash court.
 - b. Ensure that all the sports facilities are always presented in immaculate good order.
 - c. Turf care of pitches and other lawns in College
 - d. Under the direction of the Grounds and Sports Facilities Manager, research, develop, cost and implement proposals for enhancement and promotion of the Girton sports facilities, and for related opportunities such as well-being initiatives and coaching to promote wider and beginner access to sport.
 - e. Assist with the administration of pitch bookings for internal and external clients and ensure that risk assessments are in place and that referees and first aiders are appointed and present for matches as appropriate and in line with College policy.
 - f. Assist with safety inductions for the weights gym (training will be given).
 - g. Grass maintenance and repair, fencing and pest control.
 - h. General maintenance of equipment and machinery.
 - i. General cleaning and clearance of litter, leaves, snow and ice.

2. Ensure that work is carried out in line with current Health and Safety regulations, in particular, control and use of pesticides, operation of machinery and equipment (including the tractors). The postholder will work at all times in line with the college's commitment to sustainable and environmentally friendly best practice.
3. Participate in training designed to minimize occupational risks. This will include manual handling training and other Health and Safety training and work-related training courses e.g. machinery, turf management skills, gym instruction.
4. As part of the Garden & Grounds team, maintain gardens and grounds work areas, offices, storage facilities and changing rooms in a clean, safe and orderly state. Assist with garden operations when needed.
5. The post holder will be required to become familiar with, and work in accordance with, all College policies and procedures.
6. Work in consultation with other college departments, in particular maintenance and the booking office. Liaise with the student representatives and club captains via the sports forum and student consultation meetings.
7. Work in other departments if required in exceptional circumstances.



Person specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.



Essential

Qualifications

- Must be numerate and literate.
- Awareness of health and safety legislation.

Skills and Experience

- Directly relevant experience of work (paid or unpaid) undertaken in gardens, grounds or sports facilities management.
- Ability to use power and hand tools relating to grounds and work after training.
- Self-motivating and able to work alone.
- Ability and willingness to co-operate with others in the Gardens and Grounds team and with other departments of the College. Understand the importance of good relationships and service.
- Able to communicate easily with staff, College members and the public.
- Some knowledge of machinery maintenance.

Personal qualities

- Reliability, adaptability and enthusiasm for the work.
- IT skills.
- Most College matches are played at the weekends. In term time it will often be necessary to work on Saturday mornings or afternoons, and for which weekday time off in lieu will be given.

Desirable

Qualifications

- Level 2 turf care qualification or equivalent.
- Spraying certificates PA1, PA2, PA6.
- A passion for sport and for widening access to sport.
- Full driving licence.



Terms & Conditions

Salary

USSSPoint 28 – 32

£27,241 – £30,180

(depending on skills and experience)

Working arrangements

Full time, 37.5 hours per week.

Contract term

Permanent, subject to a six-month probationary period.

General

The role holder will be required to work in accordance with College policies and procedures.

The role holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised.

Any other reasonable duties as requested by your Line Manager and Head of Department.

Benefits

- Pro-rata 26 days paid holiday plus 8 public holidays.
- Life Assurance 3 X Annual salary.
- Employee Assistance Programme.
- Workplace Pension.
- Health Cash Plan (MediCash).
- Cycle to Work Scheme.
- Electric Car Scheme.
- Gym and swimming pool.
- Free staff lunch and refreshments.
- Staff discount to hold private events in College.
- Local discounts via the University.
- Access to a Holiday Play scheme.

Some of the above are non-contractual.

Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR meeting and may be reviewed because of a change in strategic direction or operational requirements. It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.



How to apply

To apply for this role, please **submit your CV and a cover letter** detailing how your skills and experience match the person specification to recruitment@girton.cam.ac.uk.

If you require additional information or support, please email recruitment@girton.cam.ac.uk.

The closing date for applications is **9 AM on Monday 31 August**.

Interviews will be taking place on week commencing Monday 7 September.

Further information:

- Please note the College has a responsibility to ensure that all employees are eligible to live and work in the UK.
- The College is an Equal Opportunities employer encouraging diversity and inclusion.

All employers are subject to a legal requirement under the Immigration, Asylum and Nationality Act 2006 to check that anyone to whom they offer employment has the right to work in the UK.