

JOB DESCRIPTION

Grounds and Sports Facilities Assistant

College Background

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.

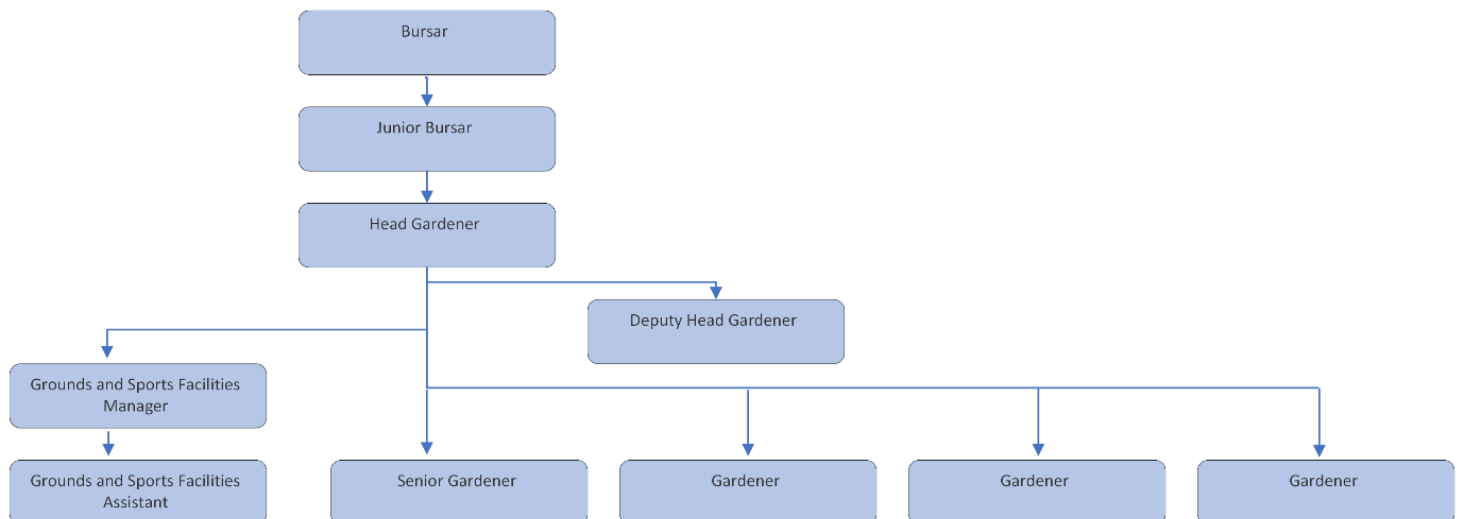
Girton's global community extends well beyond Cambridge, with more than 12,000 alumni in 116 countries. Our founding belief remains as relevant today as it was in 1869: that education can transform individual lives and help shape a better, more inclusive future.

Role Purpose and Department Structure

Team/ Department: Gardens and Grounds Department

Reporting to: Grounds and Sports Facilities Manager

Close working with: All members of the Gardens and Grounds Team, the Head of Welfare & Well-being



Purpose of Job

To assist with the maintenance, management, presentation and development of the grounds and indoor and outdoor sports facilities at Girton College and its properties in Cambridge.

Role Duties and 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 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.

General

- Such other duties as are within the scope and job purpose, the title of the post and it's grading.
- The post holder will be required to work in accordance with College policies and procedures.
- The post 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.

This job description may be subject to change following consultation between the Line Manager and Postholder

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 as a result 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.

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.

Qualifications	Essential	Desirable	Method of assessment
Must be numerate and literate.	✓		CV and Cover Letter
Level 2 turf care or equivalent.		✓	
Level 2 turf care qualification or equivalent.		✓	Interview
Spraying certificates PA1, PA2, PA6.		✓	
Awareness of health and safety legislation.	✓		
A passion for sport and for widening access to sport.		✓	
Full driving licence.		✓	
Skills and Experience	Essential	Desirable	Method of assessment
Directly relevant experience of work (paid or unpaid) undertaken in gardens, grounds or sports facilities management.	✓		CV and Cover Letter
Ability to use power and hand tools relating to grounds and work after training.	✓		Interview
Self-motivating and able to work alone.	✓		References
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	Essential	Desirable	Method of assessment
Reliability, adaptability and enthusiasm for the work.	✓		CV and Cover Letter
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.	✓		Interview
			References

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.

EMPLOYMENT

Salary	University Single Salary Spine (USSS) Point 28 - 32- £27,241 to £30,180 (depending on skills and experience).
Working arrangements	Full Time, 37.5 hours per week.
Contract term	Permanent, with a six-month probationary period.
Annual leave	Pro-rata of 26 days paid holiday plus 8 public holidays.
Other	We also offer: - Life Assurance 3 X Annual salary - Employee Assistance Programme - Workplace Pension - Health Cash Plan (MediCash) - Cycle to Work Scheme - Electric Car Scheme - Gym & swimming pool - Free Staff Lunch and refreshments - Staff discount to hold private events in College - Local Discounts via the University - Access to a Holiday Playscheme <i>Some of the above are non-contractual</i>