



Head of Grounds Position Description

Responsible to: Business Manager

Primary Objective: To ensure the grounds and gardens of the school are kept in a tidy and attractive manner reflecting the image of the school.

Work with: Grounds person

Key Responsibilities

1. Ongoing management of all grounds, planted areas and plants on the site, including Preschool and Boarding House. Including creating an annual plan for garden and areas.
2. That the garden areas are kept tidy and free of weeds, litter and garden debris.
3. Lawns are mown and tidy and weed free, involves fertilising and spray.
4. Trees are maintained in a manner that extends their viable lives, both directly and through contractors.
5. Erection and storage of sunshades around the school.
6. Erection and storage of Tennis nets and Netball posts.
7. Management of direct spraying programme for weeds and pests.
8. Maintenance of paths and driveways and entrances including removal of slip and trip hazards.
9. Maintenance of fences in conjunction with the maintenance team.
10. Maintenance of irrigation systems.
11. Maintenance of grounds equipment and machinery.
12. Maintenance and marking of sports fields including astro turf and hard surfaces.
13. Developing existing gardens and plans for new, in liaison with any landscape designer appointed by the school.
14. New plantings and lawns.
15. Ensure presentation of grounds are to a high standard prior to school calendar events.
16. From time-to-time other maintenance work with the maintenance team.
17. Other tasks as may reasonably be expected around the school.

Other Responsibilities

1. Preparation of an annual budget.
2. Operating within the approved budget.