
SAWSTON PARISH COUNCIL

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JOB DESCRIPTION

SPORTS GROUNDS KEEPER

RESPONSIBLE TO	The Clerk
GRADE	LC2 (24-28) scale £28,672-£32,234
HOURS	Full time - 37 per week

PURPOSE OF JOB

To manage the maintenance and improvements of sports facilities which are under the direct management of the Parish Council, who seek to continuously maintain and improve the high standards of quality of life for the residents of Sawston.

SCOPE OF THE JOB

- 1 Sporting and Recreational Facilities at :
 - Mill Lane Recreation Ground – Pavilion, play equipment and football pitch
 - Spicers Sports Ground – Premier level cricket ground, football pitches and pavilion
 - Lynton Way Recreational Ground – Pavilion, play equipment and football pitches
 - Additional Sports Facilities which may be created in the future

MAIN DUTIES

- 1 Skilled manual work including maintenance of sports grounds, grass cutting, clearing leaves, spraying, spiking, soil, levelling, reseeding and turfing.
- 2 Maintenance of high-quality sports pitches, including cricket square, marking football pitches and other sports areas.
- 3 Operation and maintenance of pedestrian and ride on machinery, including tractor/tractor implements, given appropriate training.
- 4 Application of chemicals including herbicides, insecticides and fungicides, given appropriate training.
- 5 Basic repairs and maintenance to premises and equipment/machinery.

- 6 Undertake additional training as necessary and mutually agreed.
- 7 To be aware of, and act in accordance with, the Parish Council's Health and Safety Policy and to ensure Health & Safety rules and regulations are followed at all times.
- 8 Advise the Clerk on cost effective methods of work and maintaining equipment
- 9 Liaise with Sports Clubs representatives to ensure they comply with Sawston Parish Council regulations.
- 10 Check Sports Clubs usage so accurate invoices are generated.
- 11 To deputise for and assist the Grounds Keeper as necessary and to carry out other duties as reasonably required by the Parish Clerk from time to time.

NATURE OF THE JOB

To prepare sports grounds for use in the main by sports clubs affiliated to Sawston Parish Council.

A variety of equipment and supplies are provided by the Council to enable scheduled tasks to be carried out. It is the Jobholder's responsibility to ensure that any equipment in personal use has been safety checked and stored securely after use. All tools must only be used by competent, trained staff. Specific control is required in the use of chain saws and herbicides and pesticides where the appropriate training certificates must be acquired.

The Sports Grounds Keeper has a duty to themselves, other staff and the general public to work in a safe manner ensuring that the appropriate personal protective clothing and equipment is used and safety instructions adhered to.

Grievance issues must be reported directly to the Clerk. Incidents and accidents must in the first instance be promptly reported to the Clerk. Absence from work through illness must be reported to the Clerk by 10am of the first day of absence.

General issues relating to employment conditions are detailed in the Contract of Employment, Grievance Procedure and the Health and Safety Policy.

The Sports Grounds Keeper is expected to attend evening meetings such as Recreation and Open Spaces Committee as required.

REQUIREMENTS

Essential

Valid UK driving licence

The ability to work out of hours if necessary

Desirable

Appropriate grounds keeping qualifications (although training will be given)