

Head Grounds Manager



APPLICATION PACK

THE ROLE	Head Grounds Manager
START DATE	July 2026 or as soon as possible
REPORTING TO	Estates and Facilities Manager
PACKAGE	Competitive package including onsite accommodation



WELCOME TO ARNOLD HOUSE

Dear Applicant

Thank you for your interest in the role of Head Grounds Manager at Arnold House.

The School was founded in 1905 in St John's Wood. It is an independent preparatory school for boys from 3 to 13, and a member of IAPS (the Independent Association of Preparatory Schools).

A thriving school, Arnold House aims to provide an education of breadth and excellence and to serve the boys' best interests across the ability range. We aim to do so in a supportive, purposeful and stimulating environment, to provide a foundation for the boys' development within a generous Christian ethos, to help them mature into well-rounded individuals by developing their enjoyment of music, the arts and sport, and to promote good citizenship through the virtues of courtesy and industry.



THE ROLE OF HEAD GROUNDS MANAGER

We are looking for an exceptional Head Grounds Manager to maintain our stunning grounds at Canons Park Activity Centre in Edgware

The Grounds at Canons Park

As a central London prep school we are incredibly fortunate to own Canons Park Activity Centre in Edgware. Canons Park is approximately 30 minutes from the main school site on the Jubilee Line.

There is a well-appointed pavilion which includes a drama space, a kitchen, a couple of classrooms as well as changing facilities.

The sports grounds are spread over a seven acre site adjacent to Canons Park. They include four football pitches, three cricket pitches, a 400m athletics track and an all-weather astroturf hockey pitch converted to six tennis courts in the summer. There is also a bowling green and a separate bowling pavilion.

The Role

The Head Grounds Manager, with the support of the Assistant Grounds Manager, will manage and maintain the highest standards of playing surfaces and surrounding environment (mostly hedges and trees). You will plan the management and maintenance of the grounds throughout the seasons and in accordance with the transition from one

sport to another over the year, factoring in time for renovation and upkeep of the pitches in line with requirements of the Director of Sport.

You will report to the Estates and Facilities Manager and be accountable to him for the quality and development of the grounds, while adhering to an agreed budget.

The package includes onsite accommodation in a purpose built flat. Living onsite, you will also be responsible for security of the site, including unlocking in the morning and locking up in the evening.

Terms and Conditions

Salary

Salary will be subject to previous experience and training.

Accommodation

The package includes onsite accommodation in a purpose-built one-bedroom flat at Canons Park.

Hours

This is a full-time role, working all year

round, usually between the hours of 8am and 3pm in winter and 8am-5pm in summer months. There is 30 minutes for lunch and some weekend and evening work is expected throughout the year to tie in with school functions and events., with additional hours for external lettings on a rota basis to be paid as overtime through the summer months of May to July.

Holiday

You are entitled to 30 days' holiday per year to be taken in school holidays, in addition to bank holidays. You may take no longer than two weeks together, to be agreed in advance with the Estates and Facilities Manager.

Other benefits

Cycle to work scheme, free parking, contributory pension.

Professional Development

Staff are encouraged to take advantage of the School's generous approach towards Professional Development.

JOB DESCRIPTION

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This is a non-exhaustive list of the duties you will be expected to perform:

GROUNDWORK

- Responsible for the maintenance, to a high standard, of the Activity Centre Grounds. This will include fields (football, rugby, and other grass areas), 2 cricket squares, bowling green and Astroturf;
- Responsible for keeping the Activity Centre surrounds in good order;
- Responsible for the maintenance of the groundwork machinery both on a day-to-day basis and by the use of outside agencies;
- Responsible for advising the Estates and Facilities Manager on the condition of the grounds machinery;
- Responsible for the ordering, through the Estates and Facilities Manager, of the appropriate seed, fertilisers, and other items that are needed to ensure that the Activity Centre Grounds are maintained to a high standard;
- Responsible for managing the work of the Assistant Grounds team;
- Responsible for advising the Director of Sport on the condition of pitches;
- Liaise with the Director of Sport to ensure that the sports facilities are prepared in accordance with the demands of the school's Games programme;
- Undertake grounds maintenance duties, eg grass cutting, hedge trimming, strimming, weeding and clearance of leaves;
- Undertake grounds manager duties eg overmarking of sports areas (pitches, squares and athletic tracks);
- Undertake horticultural operations, eg ground preparation, planting, turfing, seeding and pruning;
- Undertake the erection, dismantling and maintenance of sports equipment;
- Upkeep of major hedges and clearing leaves and weeds from appropriate areas;

- Ensure the highest standards of work are achieved in an efficient and timely manner;
- Ensure work areas and the maintenance shed is kept clean, tidy and secure at all times;
- Maintain cleanliness and general tidiness of all external hard areas;
- Clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt, etc;
- Carry out minor works in order to improve the site as required by the Estates and Facilities Manager;
- To assist, when necessary, with the erection and maintenance of school equipment.

MANAGING BUDGETS

- Manage the budget as previously agreed with the Estates and Facilities Manager

SECURITY

- Responsible for maintaining the security of the Activity Centre;
- Responsible for liaising, when necessary, with the local police in connection with the Activity Centre security;
- Responsible for opening the site in the morning and locking down the site at night in liaison with Reception Officer and resident teacher, including gates, doors, windows, fire exits etc, for the purpose of school use, lettings, out of school hours' functions, maintenance, emergency services;
- Responsible for weekly monitoring and testing of fire and intruder alarms.

APPRAISAL

- Participate in any arrangements that may be made for the Head Grounds Manager's appraisal.

HEALTH & SAFETY

- Ensure the Health and Safety protocols relating to the Activity Centre are followed including use of and storage of chemicals;
- Attend appropriate courses relating

to Health & Safety issues.

SAFEGUARDING

- Promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact.

FURTHER TRAINING AND DEVELOPMENT

- Review from time to time the Head Grounds Manager's methods of working;
- Actively seek opportunities to widen knowledge and experience of the role. This may include courses and site visits;
- Identify further training requirements for the Assistant Groundsman;
- Keep up to date with relevant industry developments.

OTHER

- Assist the Reception Officer, when necessary, in the Activity Centre Buildings;
- Attend meetings as and when required;
- Foster a good working relationship with the local community and affiliated groups;
- Responsible for the set up and clean up of other school events held throughout the year;
- Liaise with the Canons Park Activity Centre Manager to plan usage of the centre.

PERSON SPECIFICATION

QUALIFICATIONS & EXPERIENCE	ESSENTIAL	DESIRABLE
Minimum Level 2 or equivalent in sports turf management - Level 3 is desirable, or working towards Level 3	✓	
Experience of maintaining a sports grounds to a high standard	✓	
A sound understanding of relevant health and safety and industry legislation, including relating to chemicals and dangerous substances (COSHH)	✓	
Experience of working in an educational institution		✓
Experience of managing staff		✓
SKILLS	ESSENTIAL	DESIRABLE
Excellent communication skills both written and verbal	✓	
Ability to use initiative	✓	
Excellent organisational skills and good time keeping	✓	
Ability to be flexible and work under pressure	✓	
Good team player, able to work with a range of different people	✓	
Excellent attention to detail and pride in the standard of the grounds	✓	

HOW TO APPLY

DEADLINE FOR APPLICATIONS Monday 11th May 9am

START DATE: July 2026 or as soon as possible

Please read our Recruitment, Selection and Disclosure Policy & Procedure, download and complete an application form, and send a covering letter to recruitment@arnoldhouse.co.uk explaining why you feel you are suitable for the role.

In the case of any queries, please contact: Frances Peel Yates, HR Manager on 020 4553 0016.

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The role will include regulated activity and is exempt from the Rehabilitation of Offenders Act 1974.

Arnold House will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2025. The check will help us to ensure safe and robust checks on the suitability of individuals to work within our School.

