



# Wimbledon And Putney Commons

## Experienced Groundsperson

A vacancy has arisen for an experienced Groundsperson to assist in maintaining the sports facilities at the Richardson Evans Memorial Playing Fields on Wimbledon & Putney Commons. The Playing Fields and Pavilion are home to rugby, football and other sports teams. A number of local schools have agreements to use the facilities. The successful applicant will work as part of a small team. The role involves preparing and maintaining the sports facilities (which include natural turf and synthetic surfaces) as well as general upkeep of the pavilion and surrounding areas.

### Essential requirements include:

- A minimum of two years' experience of working in a similar role
- Experience of operating sports turf machinery, including ride-on mowers
- Ability to demonstrate a modern approach to sports turf preparation and maintenance.
- Experience of setting out and marking lines – including use of a Beamrider
- Sound understanding of Health and Safety legislation, standards and procedures
- Excellent communication and interpersonal skills
- Good team worker
- Positive, professional attitude
- Full driving licence

### Desirable:

- Appropriate qualifications relevant to the role e.g. NVQ or Diploma in Sports Turf Management
- Knowledge of maintenance of sports turf machinery
- Good general DIY skills
- Experience of maintaining artificial cricket surfaces

**Hours:** 40 hours per week. Post holder required to work every other weekend during the football/rugby season and one weekend in four during the remainder of the year.

**Salary:** £27,035 (on successful completion of 6 month probationary period - £24,231 during probationary period). The successful candidate will also be eligible to join the Local Government Pension Scheme.

**Closing date:** 12th August 2018

For more information and an application form, please see our website [www.wpcc.org.uk](http://www.wpcc.org.uk). Completed application forms should be returned to Wimbledon and Putney Commons, Ranger's Office, Manor Cottage, Windmill Road, Wimbledon SW19 5NR or emailed to [rangersoffice@wpcc.org.uk](mailto:rangersoffice@wpcc.org.uk) by 12th August 2018

## **Job Context**

The first recognised formation of Wimbledon and Putney Commons arose when Earl Spencer came to terms with residents in drawing up the Wimbledon and Putney Commons Act which received Royal Assent in 1871. This Act conveyed interest in the Commons to a body of Conservators (5 elected and 3 appointed) who were charged with keeping the Commons open to the public with natural aspects preserved. The Commons are to this day overseen by this Board of eight Conservators who are responsible for the management of the Commons. The Commons are a registered charity.

The Commons are an area of calm and tranquillity in the midst of the urban sprawls of Wimbledon, Putney and Kingston-upon-Thames in South West London. The Commons comprise about 460 hectares (1,140 acres) of countryside split between Wimbledon Common, Putney Heath and Putney Lower Common. Putney Lower Common is separated from the rest of the Common by about 1.5 miles. Approximately 360 hectares (900 acres) of the Commons are a Site of Special Scientific Interest (SSSI) and Special Area of Conservation (SAC).

The Commons consist of woodland, scrubland, heathland, and mown recreation areas and there are also nine ponds. They are the home to a wide variety of bird, animal and plant life. Being an unfenced Common, the whole area is open to the public 24 hours a day throughout the year. On an average weekend there can be some 10,000 visitors and users of the Commons.

Within the Commons there is an 18-hole Golf Course (played over by two Clubs), cricket pitches, 16 miles of horse rides and the Richardson Evans Memorial Playing Fields covering 20 hectares (48 acres), providing soccer and rugby pitches in winter and facilities for athletics in the summer. There is a large pavilion containing 16 changing rooms with showers and toilets.

Since 1st April 1991, the Commons have been largely financed by means of a levy on the Boroughs of Wandsworth, Merton and Kingston in a proportion relevant to the number of "D" Band properties in each Borough within 3/4 mile of the Commons or in the old Parish of Putney. The Boroughs pass on this levy by way of an addition to the Council Tax on properties in the area

Further information can be found at [www.wpcc.org.uk](http://www.wpcc.org.uk)

<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Groundsperson
<b>Grade</b>	Grade
<b>Location</b>	Wimbledon and Putney Commons
<b>Responsible to</b>	Grounds Manager
<b>Responsible for</b>	Facility users

### **Purpose of Post**

To work as part of the Grounds Maintenance Team, helping to ensure (a) that the sports pitches and surrounding land are maintained to a high standard and (b) the safety of users of the Playing Fields and Pavilion. To undertake the work required to ensure (as far as reasonably possible) that the sports pitches are prepared and in good condition for the uses for which they have been booked.

### **Main Duties & Responsibilities**

#### **Grounds Maintenance**

1. Carry out grounds maintenance/management work to ensure that the sports pitches are maintained to a high standard and in line with best practice, including mowing and turf management, line marking, drainage, spraying, installation of goal posts etc.
2. Maintain the REMPF in a clean and tidy condition at all times, including emptying litter bins, picking up general litter and removal of fly tipping.
3. Working with the Maintenance Team where necessary, assist with the installation, maintenance and repair of bins, seats, signs and other site fixtures.
4. Undertake basic maintenance on vehicles, machinery and equipment being operated by the Grounds Maintenance Team are maintained (a) in line with manufacturers' specifications and (b) in a safe condition.
5. Undertake basic maintenance and repairs to the Pavilion and surrounds e.g. painting, fence maintenance.
6. In the absence of the Grounds Manager, assist with the supervision of contractors undertaking grounds maintenance work and work to the Pavilion.

#### **Visitor Engagement**

7. To be a point of contact for users of the REMPF in order to provide information, deal with queries and respond to requests.
8. Where appropriate, support events and other activities that directly engage the public in the management of the site.

**Health & Safety/Equalities**

9. Follow organisational safety procedures and use safe working practices specifically with regard to the wearing of correct Personal Protective Equipment, and adherence to COSHH and Risk Assessments, reporting accidents and near misses to line manager.
10. Actively seek to implement the organisations Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
11. Assist with ensuring that contractors undertaking grounds maintenance work are working in line with Risk Assessments, method statements and other agreed safety procedures, reporting any concerns to the Grounds Manager.
12. Deal with minor byelaw infringements on the Playing Fields and report any serious infringements for action by the Keepers.
13. Actively seek to implement Equal Opportunity's and the objective to promote equality of opportunity in relation to the duties of the post.

**General**

14. Maintain an up to date knowledge of sports pitch/grounds maintenance and undertake training as required.
15. To undertake any other duties that may reasonably be requested appropriate to the grade.



# Wimbledon And Putney Commons

Chief Executive  
Simon Lee BSc (Hons)

## EMPLOYMENT APPLICATION FORM

Job applied for	
Where did you hear of this vacancy?	

PERSONAL DETAILS	
Initials	
Surname	
Address	
Home telephone	
Mobile telephone	
Email	

EDUCATION/TRAINING		
SECONDARY EDUCATION		
Qualifications	Subject	Grade

FURTHER EDUCATION		
University/College	Qualification	Grade

VOCATIONAL TRAINING		
Training Institution	Course	Grade (if relevant)

CAREER HISTORY	
Name and address of current (or most recent) employer	
Position held	
Start date	
Leaving date	
Salary	
Main duties	

PREVIOUS EMPLOYMENT	
Name and address of employer	
Position held	
Start date	
Leaving date	
Main duties	
Name and address of employer	
Position held	
Start date	
Leaving date	
Main duties	
Name and address of employer	
Position held	
Start date	
Leaving date	
Main duties	
Name and address of employer	
Position held	
Start date	
Leaving date	
Main duties	



### **PERSONAL STATEMENT**

Please explain your reasons for applying for this post and the experience, skills and knowledge that you have that make you suitable for the role

OTHER INFORMATION	
Do you currently hold a full driving licence?	Yes/No
Do you have any unspent criminal convictions under the Rehabilitation of Offenders Act 1974?	Yes/No
If yes, please give details below:	
Do you have a disability which would require adjustments to be made for you to undertake this role?	Yes/No
If yes, please give details below:	

REFERENCES: Please provide details of two referees, one of whom should be your current or most recent employer	
Name	
Job title	
Address	
Telephone number	
Email address	
How is this person known to you?	
Name	
Job title	
Address	
Telephone number	
Email address	
How is this person known to you?	