



**CROSFIELDS  
SCHOOL**



# **HEAD OF GROUNDS**

**WELCOME TO CROSFIELDS SCHOOL**



# Welcome to Crosfields School



Caroline Townshend  
Head of Crosfields School  
(Summer 2023)



Thank you for your interest in Crosfields! I felt a real sense of community and warmth from my first visit to the school. There was a clear **sense of purpose** as I visited lessons, and my interactions with staff and pupils reflected their **kindness** and **respect** for others. I look forward with excitement to starting as Head in the Summer Term 2023.

Crosfields does not stand still. This one time all boys Prep School, heralded the arrival of its first girls in 2007, and a Year 9 cohort in September 2021 as the school's plans to extend to 16 became a reality.

Supported by considerable **investment in the infrastructure**, the ambition is to keep the wonderful tone and atmosphere of our Junior School marrying it with the ambition, challenge and opportunities appropriate for our older pupils.



# More about this role

Crosfields is a **thriving** day school which welcomes girls and boys from 3-16 years. We blend tradition with modern approaches to education preparing the children not only for their next steps but for the demands of the modern world. Overlooking Reading, it boasts a vibrant community offering a broad and thorough education.

The School is located on a **42-acre site** on the outskirts of Reading near Shinfield. The School consists of a number of purpose built buildings in a campus style, including teaching blocks, nursery, theatre, dining hall and sports centre with pool and sports hall.

The grounds consist of sports fields for football, tennis, rugby, hockey, athletics, netball, rounders and cricket including artificial surfaces, wickets and nets area. The extensive grounds are also used for cross-country, has several forest school sites and an outdoor classroom. The School has an extensive match fixture list each week over a variety of sports and age ranges and annually hosts inter school tournaments for football, rugby and cross-country.



Reporting to the **Head of Estates**, the Head of Grounds will be responsible for maintaining the school grounds to a high standard of appearance and supervising the day to day running and use of the sports fields, grounds, woodlands and gardens.

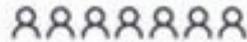
# Crosfields School by numbers



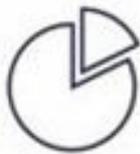
## CROSFIELDS BY NUMBERS



**700**  
**PUPILS**



**185**  
**MEMBERS**  
of permanent staff



**27%**  
**GROWTH**

in pupil numbers since Sept 2017

**FURTHER**  
**22%**  
**GROWTH**



expected over next 5 years

**40+ ACRES**



of sports fields, meadow  
and woodland

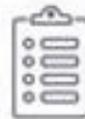
**SUPPORTING**

**20**



senior children with  
transformational bursaries

**£8.3M**  
**SPEND**

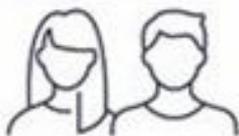


on phase 1 of new senior  
school project

**NEW SENIOR**  
**SCHOOL BUILDING**



**2007**



the year Crosfields  
became co-educational

**4**



science labs in 2022



**20**



children or fewer in classes

# Head of Grounds

## Key Areas of Responsibility

### Grounds

- Provide and maintain first-class playing surfaces and sports pitches, including cricket wickets and to ensure the garden and grounds are maintained to an exceptional standard.
- Work closely with our busy and thriving Games Department to ensure you fully understand the Games programme, have a good understanding of Games' requirements and embrace the need to ensure the School's comprehensive sports fixtures list runs smoothly.
- Be sensitive to the working environment during school hours, understanding the requirement to balance the needs of the Grounds Department against the needs of the pupils and staff.
- Maintain the cleanliness, tidiness and general appearance of all external areas of the School including gardens and hard surfaces. Manage general waste and recycling around the site.
- Cost-effective delivery of grounds-related services throughout the school with due regard to time and financial pressures, as well as compliance requirements.
- Plan, budget, implement, monitor and evaluate all grounds-related projects (e.g. playing fields, landscaping and grounds development) throughout the School.

# Head of Grounds

## Key Areas of Responsibility

### Grounds

- Ensure the efficient maintenance and availability of grounds-related resources at the School, including but not limited to playing surfaces, sports equipment such as football/ hockey goals, rugby posts, cricket equipment, property or structures across the site and grounds-related machinery, equipment and materials.
- Maintain appropriate awareness of grounds industry developments and inform relevant staff how these might affect the School.
- Provide front line grounds services in adverse weather conditions, including snow/ice clearance from pathways around the site.
- Preserve the security of all playing areas and the maintenance of the hedges, fences and gateways surrounding them.
- Prepare, in conjunction with the Head of Estates the annual budget preparation and presentation.
- Plan and budget all works carried out by contractors monitoring quality, cost and performance.

# Head of Grounds

## Key Areas of Responsibility

### People

- Lead, motivate and develop the Grounds team to achieve their tasks, work schedules and objectives, and encourage maximum commitment and efficient service at all times.
- Assist in the administration of Grounds staff induction, probationary periods and performance reviews.
- Encourage the continuing professional development of all members of the Grounds team.
- Hold regular team meetings and ensure that members of the team are up-to-date with developments in the Grounds Department, and the School as a whole.
- Meet with key stakeholders and Head of Estates on a regular basis to encourage school wide communication

### Health and Safety

- Ensure you and your team promote the wellbeing and safeguarding of our pupils, staff and visitors
- Ensure you and your team complies with all relevant national and local regulations including Health and Safety, First Aid, COSHH, and environment management.
- Possess a thorough understanding of legislation relating to grounds-related chemicals and dangerous substances and actively promote safe working practices.

# Head of Grounds

## Key Areas of Responsibility

### Health and Safety

- Manage all aspects of Health and Safety training for the team in conjunction with the Head of Estates, including risk assessments.
- Manage the grounds-related facilities, plant, buildings and equipment; ensure that all grounds equipment is correctly stored, maintained and serviced.
- Develop contingency plans and be able to respond to emergencies.

### Sustainability

- Look to use organic or sustainable methods for grounds management wherever possible.
- Follow and update the site management plan for woodlands, biodiversity, planting and maintenance.
- Foster biodiversity on site, including managing our woodland in a sensitive manner, and ensure that the requirements of grounds upkeep do not come at the expense of the environment.

# Head of Grounds

## About you

### **In order to succeed in this role, you:**

- Will have worked in a grounds department, ideally with some experience of leadership and management
- Are personable, are able to work with a diverse range of people and a good communicator
- Have a qualification or significant experience in sports turf management
- Have relevant pesticides training (PA1, PA2 & PA6 Certificate) or will be prepared to undertake training
- Have experience with relevant machinery required for the upkeep of the sports pitches, including day to day maintenance of the School's machinery
- Have a thorough understanding of relevant Health and Safety legislation and how to apply it
- Have a qualification (NVQ Level 2 is essential, Level 3 is desirable) in Sports Turf Management or similar; those qualified by extensive experience are also welcome to apply.

### **It will be an advantage if you:**

- Have a qualification or experience in sustainable methods of grounds management including minimal use of fertilizers and chemicals
- Experience in a school environment

# Testimonials

## What makes Crosfields a great place to work



Joining Crosfields was a great decision for me. I have been blown away by how friendly and welcoming the people are. The children are a joy to teach and the staff are as diverse and friendly. It's a truly happy place full of ambition, opportunity, and fun. If you are unsure whether to apply or not, do it!



Richard Ebbage  
Deputy Head (Academic) Senior School



I like Crosfields because the teachers are fun and help our brains grow.



Pupil  
Year 2



Thank you and your staff for making our child's nine years at Crosfields such an incredible experience and for helping him mature into the person he is today. He has grown immensely, has had a fantastic start to his education and most importantly has really enjoyed it. We hope we are as lucky in his next school.



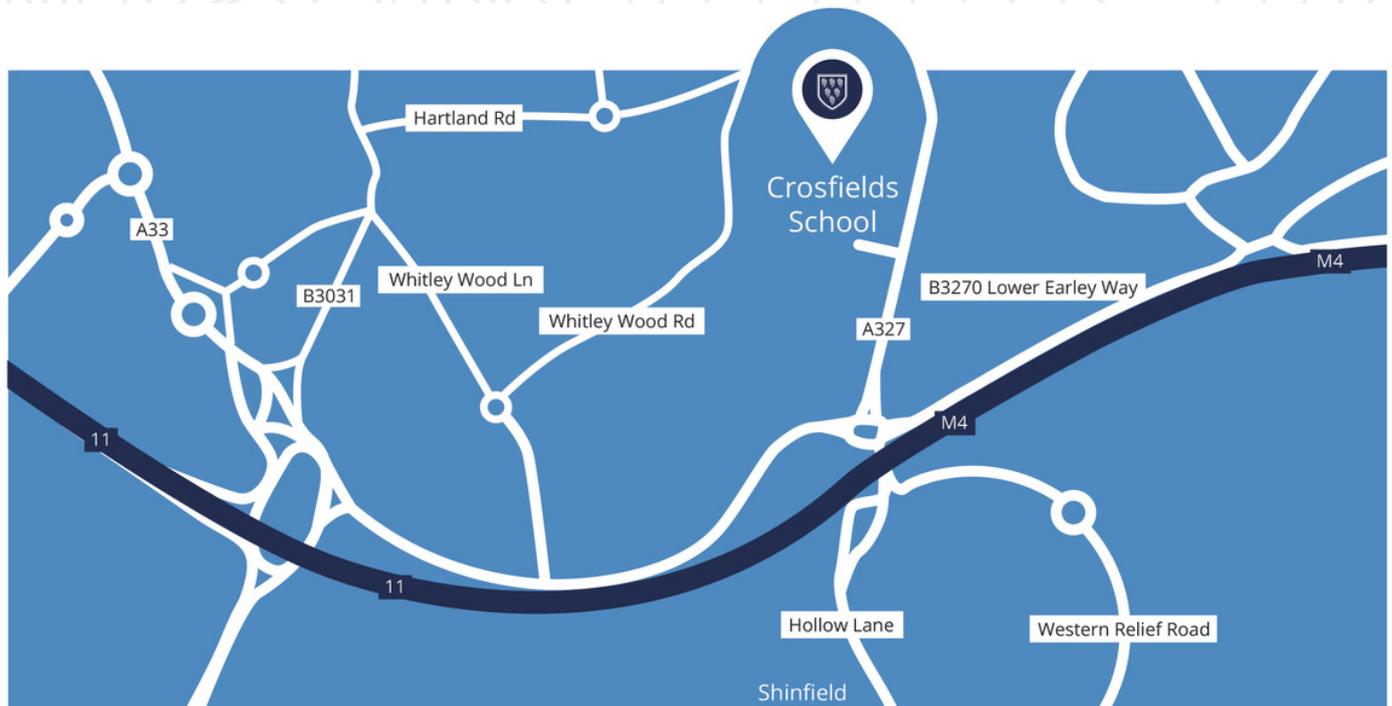
Current Parent

# How to apply

To apply for this position please visit our website at <https://www.crosfields.com/explore/we-are-crosfields/work-with-us/> for an Application Form.

Paper applications should be sent to our HR Manager at: [recruitment@crosfields.com](mailto:recruitment@crosfields.com)

Crosfields School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.



## Getting to Crosfields School

### Our location

Crosfields School  
Sinfield Road, Reading, Berkshire  
RG2 9BL  
T: 0118 987 1810  
[office@crosfields.com](mailto:office@crosfields.com)

### By bus

Crosfields on the Shinfield Road has public bus stops served by routes travelling to/from Reading, Wokingham, Bracknell and Shinfield.

### By car

Crosfields is located on Shinfield Road towards Spencers Wood, less than 10 mins from junction 11. Ample visitor parking is available at the front of the school and electric vehicle charging is available on site. Please note that the school site has a strict speed limit of 5mph. Please observe this at all times for the safety of all site users. All visitors should sign in at the school office.

