



## ALL SAINTS' CATHEDRAL - NAIROBI

Vacancy Announcement: **Head Grounds man**

All Saints' Cathedral, Nairobi is seeking to recruit a dedicated and experienced Head Grounds man to join our Primary School section. The job holder is responsible for the general maintenance of the compounds, gardens, plants and lawns at the School to ensure they are well-cleared, maintained, and neat at all times. The role also requires Strong leadership and people management skills, with a thorough understanding of grounds maintenance techniques, safety regulations, and environmental sustainability practices.

The Head Grounds man reports to the **Executive Assistant**.

### **Key Responsibilities:**

1. Lead and supervise the grounds keeping and maintenance team.
2. Develop and implement a grounds maintenance plan, including regular inspections and maintenance schedules.
3. Oversee the landscaping and gardening activities, including planting, weeding, pruning, and lawn care.
4. Maintain sports fields, playgrounds, pathways, and outdoor recreational areas to ensure safety and accessibility.
5. Coordinate the use of equipment, tools, and materials necessary for grounds maintenance.
6. Monitor and manage waste management and recycling programs.
7. Participate in budget planning and resource allocation for grounds keeping activities.
8. Keep accurate records of maintenance activities and inventories

### **Skills and Knowledge:**

1. Strong leadership and people management skills.
2. Thorough knowledge of grounds maintenance techniques and best practices.
3. Understanding of health and safety regulations related to grounds keeping.
4. Excellent communication and interpersonal skills.
5. Proficiency in using grounds keeping tools and equipment.
6. Basic knowledge of environmental sustainability practices.

### **Academic and Professional Qualifications**

1. KCSE
2. Minimum of 3 years of experience in grounds keeping or landscaping, preferably in a school or institutional setting.
3. Strong knowledge of grounds keeping principles, landscape design and plant care practices.
4. Possession of any technical skills related to the role will be an added advantage

### **Application details**

If your qualifications and experience matches this opportunity, please submit your application and detailed CV together with copies of academic and professional certificates, testimonials and names of three referees to:

The Provost,  
All Saints' Cathedral Nairobi  
P.O Box 40539-00100 Nairobi.

Or

Via e-mail address: [hr@allsaintsnairobi.org](mailto:hr@allsaintsnairobi.org)

Or

Dropped at our offices

Applications to be received on or before **18<sup>th</sup> March 2024**

**Only shortlisted candidates will be contacted.**

*All Saints' Cathedral is an equal opportunity employer*