



Hazelwood School

Head Groundsman

Welcome

It is a pleasure to welcome you to Hazelwood, a leading independent Preparatory School, which continues to forge an exciting path into the future of education with dynamism, commitment and a strong sense of community.

Our pupils are at the heart of everything we do and their remarkable energy and imagination inspires every one of the School staff each day.

Our committed staff, supportive parents and experienced Governors work together to form the strong and rich tapestry of our school.

Our School

We are a flourishing, non-selective, independent co-educational Prep School for children between the ages of 4 and 13 years of age with a linked Nursery and Early Years site catering for children from approximately 9 months to 4 years.

The school is now approximately 600 strong across both sites, making it one of the largest Prep Schools in the country. Our pupils enjoy some amazing facilities, including the Baily Building which opened in September 2016, an Innovation Centre which opened in September 2018, the newly developed Outdoor Innovation Space, an all-weather Astro and a 200 seater theatre. The Prep School is set within 25 acres of countryside with far reaching views towards the Ashdown Forest and the South Downs beyond. The nearest town, Oxted, is less than one mile away and has excellent mainline rail links into London. The M25 and Gatwick Airport are also easily accessible.

Further details about the school can be found on the website: www.hazelwoodschool.co.uk.

Our Pupils

Our pupils have remarkable energy, imagination and consistently achieve incredible feats both inside the classroom and out. Academically, our pupils achieve excellent results across all key stages and secure senior school places at a vast range of schools, many pupils gaining highly competitive scholarships.

At Hazelwood, we have an unshakeable belief in the potential of every child. Whilst we play an important part in preparing our children for life, we place equal importance in them living in the present and enjoying the here and now; being part of this as educators is a privilege. We strive towards our pupils leaving Hazelwood being confident in who they are, honest about themselves, focused on what is important, resilient in all situations, able to care for and be sensitive to the needs of others and committed to their path and their community whilst retaining a sense of balance and humility.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.



Employee Benefits

- Free lunch
- Onsite parking
- CPD
- Pension
- Use of staff gym
- Swimming pool
- Fees discount
- Wellbeing Hub
- Access to the Employee Assistance programme

Appointment of Head Groundsman

We are excited to be recruiting for a Head Groundsman. The Head Groundsman will be a key member of the Estates Team. They will be instrumental in overseeing the care and maintenance of our beautiful grounds at both the School site, and the nursery located in Oxted. As the leader of the grounds team, they will be responsible for maintaining and improving the appearance and playability of our New Field, landscaped areas, tree, parking area, paths and other exterior areas.

The school estate has extensive sports pitches both grass and artificial, hard surface courts, lawns, shrubs, hard and soft landscaping (formal and informal), hedging and woodland. In recent years the school has added a new teaching facility (The Baily Building), new hard courts and a treehouse to the estate. An AstroTurf pitch recently opened last year.

The Head Groundsman will be part of the school's Estates Team and as such will report day to day to the Estates Manager. They will also have an indirect report to the School's Head of Operations with whom the Estates Manager works closely. The Estates Team is further made up of a Facilities Manager, Maintenance Manager, Estates Assistant, Groundsperson, and a Gardener. This role will directly line manage the Groundsperson and Gardener.

The Estates Team work hard to keep the grounds looking at their best and ensuring that they are safe for the children to work and play within. There is an extensive range of machinery and tools to assist in the efficient upkeep of the estate.



Main responsibilities

To be responsible to, and work alongside the Estates Manager for the general maintenance and tidiness of all aspects of the estate including:

- Care, health, and appearance of all lawned and grass areas including leaf clearance.
- Tidiness, health and pruning of all trees and shrubs, calling on external professional help if required (e.g. tree surgery)
- Cleanliness and safety of all paths particularly in inclement and icy weather conditions

To be responsible, working in close cooperation with the Director of Sport, for the seasonal preparation of and marking out of the sports pitches and to ensure that all playing surfaces are kept free from debris and are always presented to the highest possible standards.

To be responsible for the upkeep and maintenance of the grounds' plant and equipment and for the keeping of clean and complete service records.

To uphold all aspects of H&S within grounds maintenance including the wearing of prospective clothing and working at heights and with machinery.

To keep the Grounds Shed and all other estates stores tidy and secure.

To be responsible for providing an annual plan for the grounds maintenance and to managing the appropriate annual grounds budget. Proposals for special works of projects which fall outside the annual plan should be made to the Estates Manger.

To be aware of special training needs for the grounds team and to ensure that the team are properly managed and supervised.

To consider the development of the school estate and, alongside the Estates Manager, draw up plans and costings to present to the Head of Operations for consideration.

In addition, the Head Groundsman will, as part of the Estates Team, assist, as and when required, with general tasks around the school especially at busy times of the school calendar.

The routine hours of work are from 08.00 to 17.00, Monday to Friday inclusive although there is some degree of flexibility by agreement. There will be occasions when weekend or after-hours caretaking or other work is required, for which overtime payment will be authorised. During School holiday periods hour of work are 08.30 to 16.30.

Communication lines

- To be line managed by the Estates Manager
- To work closely with the Estates Team

Other duties & responsibilities

- To undertake an aspect of extracurricular activity.
- Other duties that the Head may, from time to time, ask the post-holder to perform.



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant qualifications in grounds maintenance and management (not necessarily in a school environment). 	<ul style="list-style-type: none"> • Spraying certificates PA 1, 2 and 6 • Chainsaw Certificates
Experience	<ul style="list-style-type: none"> • Relevant experience in grounds maintenance and management (not necessarily in a school environment). 	<ul style="list-style-type: none"> • A good understanding of requirements for a range of different sports and playing surfaces
Knowledge and Understanding	<ul style="list-style-type: none"> • Basic knowledge of machinery operation and set up of tractors, tractor attachments, pedestrian and ride on mowers and various other machinery and hand tools. • To show an understanding of H&S requirements and demonstrate commitment to always ensure compliance, including the servicing requirements of grounds equipment and machinery. 	<ul style="list-style-type: none"> •

Skills	<ul style="list-style-type: none"> • To work alone, unsupervised and with proven initiative. • To prioritise and delegate tasks successfully • To plan ahead and to anticipate requirements • To be both reactive and proactive in equal measure • To work under pressure and within tight lead-times. 	<ul style="list-style-type: none"> • To operate within a budget. • To demonstrate computer literacy and competency at spreadsheet creation.
Personal Characteristics	<ul style="list-style-type: none"> • Being able to be part of a team and to lead by example successfully motivating those around him/her to give of their best whilst also demonstrating a flexible and adaptable approach to the working environment. • Integrity, honesty, loyalty, and reliability. • High standards of presentation • An eye for detail • A desire for personal and team development • Excellent management and motivation skills • An effective communicator 	<ul style="list-style-type: none"> •
Other	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • A clean driving licence. • A can-do attitude.

Application Process

The 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.

Applications

- Application forms can be found on TES and should be sent to recruitment@hazelwoodschool.com or posted to the school.
- Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.
- For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted

References

- References may be taken up before being shortlisted, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Safeguarding Duties and Responsibilities

- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact. This role is a teaching or teaching support role involving extensive contact with and responsibility for children.

Dates

- Closing Date: Friday 20 October 2023 at 17.00
- Interview Date: During the week commencing 23 October 2023
- Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.

More information

- For more information on the role, or to come and visit Hazelwood School prior to applying then please contact HR on recruitment@hazelwoodschool.com.

Hazelwood School Competencies

Building Relationships

To foster and promote positive, trusting and professional relations within and beyond the school community.

Professionalism

Shows consideration and respect for others and embraces diversity within the Hazelwood community. Demonstrates excellent professional knowledge and passion for their job role whilst maintaining high expectations of themselves and others.

Communication

The ability and drive to share and receive information (both written and verbal), seek advice and liaise with the staff, children, parents and others within the Hazelwood community.

Planning and Organisation

The ability and desire to plan and organise effectively to meet the needs of all.

Adaptability and Flexibility

To demonstrate a willingness to be open to change, to be approachable and pro-active in all aspects of your role.

Teamwork

The ability and desire to work cooperatively with others, recognising and supporting team members. Understanding that there are many varied teams within Hazelwood, involving students, staff, parents, Governors and Community constituents.

Big Picture Thinking

To be able to see the School as a whole and not just your department's perspective. To contribute to the whole School Vision by driving for the change and innovation it promotes, maintaining the highest of expectations from yourself and those around you.

Leadership

To influence and maximise the effort of others towards the achievement of our school vision and to translate this vision into reality.

