



WORKSOP COLLEGE
AND
RANBY HOUSE

Grounds Manager

Candidate Pack - March 2022



Life at Worksop College and Ranby House

A broad ability school educating children aged 2-18, the focus at Worksop College and Ranby House is firmly on progress, recognising that every child has his or her own set of skills and abilities - whether academic, sporting, musical or otherwise.

A confident and welcoming community of over 400 pupils on the Senior Site (Years 7-13), with a further 179 pupils at our Prep School (2-11), much has been done in recent years to invest in the infrastructure - developing existing strengths and positioning ourselves as a school of choice for parents in the region, nationally and internationally.

Thus, through the full, weekly, flexi and occasional boarding offer, some 85% of the school undertake some kind of boarding; cared for by an increasing number of staff who live on site in a variety of accommodation: detached houses, staff who are resident in boarding Houses or who live in other accommodation within the main buildings.

These are mostly majestic, Victorian buildings, a legacy of this being the final school created by the visionary Canon Nathaniel Woodard, whose mission was to educate the children of the growing middle classes at the end of the 19th Century. At Worksop, he did so on a fine estate of some 300 acres that now also house an 18 hole golf course, an indoor swimming pool, a sports hall, tennis courts, netball courts, two Astroturf hockey pitches, an athletics track, four cricket pitches, six rugby pitches and two football pitches, a recently extended and refurbished fitness suite and sixth form centre.

The school has a strong Christian ethos, but welcomes pupils from all faiths or those who have no faith at all; and of all the things the pupils take away from their time at the school, Chapel is one of the ones they recall most fondly. Staff are expected to attend services in the beautiful Chapel: an opportunity to reflect in what are otherwise busy lives. We have also recently undertaken work to define more sharply our Mission, our Motto, our Values and our Learner Profile, and candidates for interview should expect to demonstrate the inclusion of some aspect of these in the lesson they are asked to teach and other aspects of the recruitment and selection process. Upon appointment, staff are expected to uphold, support and develop these as they contribute to the life our community.

Our Value System

A golden thread that links from our school motto, right through to our pupil charter - our value system is a way of life. From the way we recruit, to the business decisions we make, teaching styles to personal development reviews, our value system is a blueprint for the way we behave and the vision we have for our pupils.

Our motto	Semper ad Coelestia Always to the heavens		
Our vision	We support, encourage and challenge - creating exceptional people who leave with confidence, resilience and humility		
Our Values	Bold & Ambitious	Inquisitive & Thoughtful	Supportive, yet Challenging
Our Learners	Independent, Adaptable, Resilient		
Our Pupil Charter	We are confident and we aim high We are brave and honest We have open minds We listen and are respectful We are a team and we don't give up		



Where we are

Set in over 300 acres of stunning North Nottinghamshire woodland, Worksop College and Ranby House has the benefit of a sprawling campus, with some of the best facilities in the county. The major cities of Sheffield, Doncaster and Nottingham are an easily commutable distance and give the school a secure and rural feel, whilst enjoying a comfortable proximity to city life.

In addition, Worksop's location on the edge of Clumber Park and with ease of access to the A1, M1 and East Coast mainline make it an ideal place to live and work. Major university cities Leeds and York are easily accessed by road or rail, as are Newcastle, Edinburgh or London, allowing for academic visits or personal enjoyment in the generous holidays. The Peaks, the Dales, even the Borders are also within easy reach.

Teaching at Worksop College

Worksop College is a non-academically selective school, priding itself on 'value-added' and the progress that children make – regardless of the level at which a pupil enters the school.

- ☐ A friendly community with excellent relationships between teachers and pupils
- ☐ Charming and well-mannered pupils who are willing to engage in and respond enthusiastically to a range of learning activities
- ☐ Small classes
- ☐ Autonomy for teachers and, significantly, for Heads of Departments
- ☐ Support for further personal and professional development
- ☐ Confident, forward-looking management and Governors

Pastoral care

In addition to the academic role, every teacher at Worksop is expected to contribute fully to the wider aspects of education. Worksop College is renowned for the quality of its pastoral care and all teachers are attached to one of the eight boarding or day houses.

Extra-curricular

All members of staff at Worksop are expected to play a full part in extra-curricular activities. These embrace a full range of sports, music, societies, expeditions, drama, many forms of art and technology, CCF, voluntary service, and a wide range of hobbies.



The Role

You will work autonomously to oversee and develop the School grounds, sports pitches and external areas of both School sites. You will ensure the school maintains a safe and habitable facility for the use by pupils and staff, by responding to requests for the preparations of the grounds in such a way that they meet fully the requirements to provide a full sports programme and maintain the appearance of the School to an exceptionally high standard throughout the year.

This job Description covers the main duties and responsibilities of the role. The role holder may be asked to carry out other activities commensurate with this Job Description from time to time.

Key Areas of Responsibility

- Liaise with the Bursar and Head of Sports, at the College and Headmaster/ Deputy Head at the Prep School to ensure the programme of sporting fixtures and pitch requirements ensuring there is sufficient maintenance time for grounds activities.
- Marking and the subsequent over-marking of pitches for Cricket, Rugby and Girls Football for our games and sporting events programme.
- Preparing facilities for external hirers or partnership activities and ensure there is appropriate grounds supervision if required.
- Provide leadership and direction to the staff within the grounds team and co-ordinate their daily activities.
- Ensure the optimal playing quality of the sports grounds, directing the grounds team in appropriate maintenance schedules.
- Manage effectively and efficiently the annual grounds budgets delegated by the Bursar, advising on priorities and managing the agreed annual budget, placing orders and monitoring spend ensuring prudent stock control is maintained.
- Control and account for all the materials, stock and machinery within your area of control ensuring that all staff follow the procedures in place for booking out stock/machinery and abiding by the stock taking procedures.

- Ensure that staff are fully trained and that safe working procedures are in place so that staff are competent with equipment under their remit and that details of training is kept updated on the teams' personal files.
- Ensure that all issues relating to H&S regulations are adhered to by all staff and that risk assessments on machinery and equipment and core task are in place and routinely updated in line with legislation including reports on any accidents or near misses.
- Promote and by example ensure safe-working practices at all times and control and safe use of all potentially dangerous substances and equipment. Ensuring that staff and volunteers are instructed in their safe use and use of relevant safety equipment
- Ensure the safe use, storage, calibration and disposal of pesticides and other similar substances. Promote the Health and Safety of self and others. Be able to respond in an emergency
- Supervision as required of work undertaken by contractors to ensure compliance with the terms and conditions of the Health and Safety Act.
- Ensure a clean and safe working environment is maintained by all Grounds staff and that the staff represent the College through smart uniforms and courteous manner.
- Maintaining full attendance records for the team.
- Carry out annual Performance Development Reviews and training requirements for the Grounds staff.
- Maintaining a tree programme.
- Assist in budget process, capital replacement plan and projects.
- Ensure that the formal School gardens are planted, weeded and maintained to a high standard.
- Coordinate the grounds department at both College and Prep School sites.
- Maintenance of artificial sports surfaces.

Additionally

- Undertake a full range of grounds keeping tasks.
- Ensure roads and paths are safe to use and clear of snow, ice, leaves and other debris etc.
- Assist other members of the Grounds Staff as required.
- Provide assistance as required efficiently and effectively to emergencies; flooding, power cuts or other natural or manmade problems.
- Assisting with the setting up of specific college areas for special events as required.
- Escorting visitors and contractors around the site as required.
- Have good manual dexterity for the use of power and hand tools.
- Employ best practice methods of working to provide the best value for money for the school.
- Have an ability to work in a diplomatic and sensitive manner when working in the view of the staff, pupils, parents and other visitors to the School.
- Have an awareness of the whole site with a focus on daily security matters.
- Maintain a good standard of appearance in keeping with the overall college standards and expectations.
- Have a proactive approach to grounds issues.

Hours of work

2nd week of September through to mid-March: 36.25 hours per week, Monday to Fridays 8:00am to 4:00pm which includes a 30 minute paid morning break and a 45 minute unpaid lunch break.

Mid-March to the 2nd week of September: 38.75 hours per week, Monday to Friday 8:00am to 4:30pm which includes a 30 minute paid morning break and a 45 minute unpaid lunch break.

You are required to work six Saturday mornings per year, 8:00am to 12 noon which includes a 15 minute paid break.

Salary

Salary negotiable dependent upon skills and experience (Range £27,000 - £32,000)

Additional Responsibilities

Successful candidates will be expected to undertake such additional responsibilities as may, from time to time, be considered to be reasonable and required by the Headmaster.



The Benefits Package

Working at Worksop is as much about a lifestyle choice as it is about pursuing a satisfying career path. The College has high expectations of its staff and therefore looks to reward them with an attractive benefits package, which includes:

- Fee concessions for your children
- Work place pension scheme
- Resident Church of England Chaplain
- Free lunch is provided when on duty; the College is known for its high quality catering
- Free tea and coffee are available throughout the working day
- Free on-site parking



Statutory requirements & equal opportunities

Safeguarding & Child Protection

For this post must be willing to undergo child protection screening, including, but not limited to, reference checks with previous employers, prohibition checks and a criminal record check via the Applicants Disclosure and Barring Service (including Barred List Check). All offers of employment are conditional upon the satisfactory outcome of child protection screening checks.

Disclosures

We will appoint, train, develop and promote on the basis of merit and ability alone. It is a stipulation of the Governors and a statutory requirement that members of staff appointed to Worksop College should be shown not to have any criminal record which might prevent them accepting a post at the College. Accordingly, the College requires permission from all members of staff to make an appropriate investigation. Offers of employment are subject to a satisfactory outcome of this enquiry.

The post is exempt from the Rehabilitations of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.

Equal Opportunities

Worksop College is an equal opportunities employer and is committed to a policy of treating all our employees and job applicants equally. It is our policy to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to age, disability, sex, gender reassignment, pregnancy, maternity, marital or civil partnership status, race (which includes colour, nationality and ethnic or national origins), sexual orientation, trade union membership, religion or belief.

References

Safer Recruitment: Please provide details of two referees to provide information regarding suitability for this role prior to appointment (requirement of KCSIE for all candidates).

If you are not currently working with children, at least one of these references should be from a recent employer by whom you were employed to work with children.

Please note that neither reference should be from a relative or someone writing in the capacity as your friend



The Vacancy

Working hours: Full time, 37.5 hrs per week

Salary: Salary negotiable dependent upon skills and experience (Range £27,000 - £32,000)

Closing Date: 11 April 2022, we reserve the right to close the advertisement early.

Applications should be made by all applicants via the application form and include a covering letter through <https://www.tes.com/jobs> , outlining the reasons why you are interested in the role and to demonstrate how you meet the role and responsibilities outlined within the job description. CVs may be sent in addition to, but not instead of the completed application form and covering letter.

T: 01909 537100

Further information about the school is available at: www.wsnl.co.uk

What to expect at interview (example interview schedule):

- Interview with the Headmaster
- Interview with the Head of Department
- Tour of the campus
- Meet the Department
- Meeting with a member of the HR team



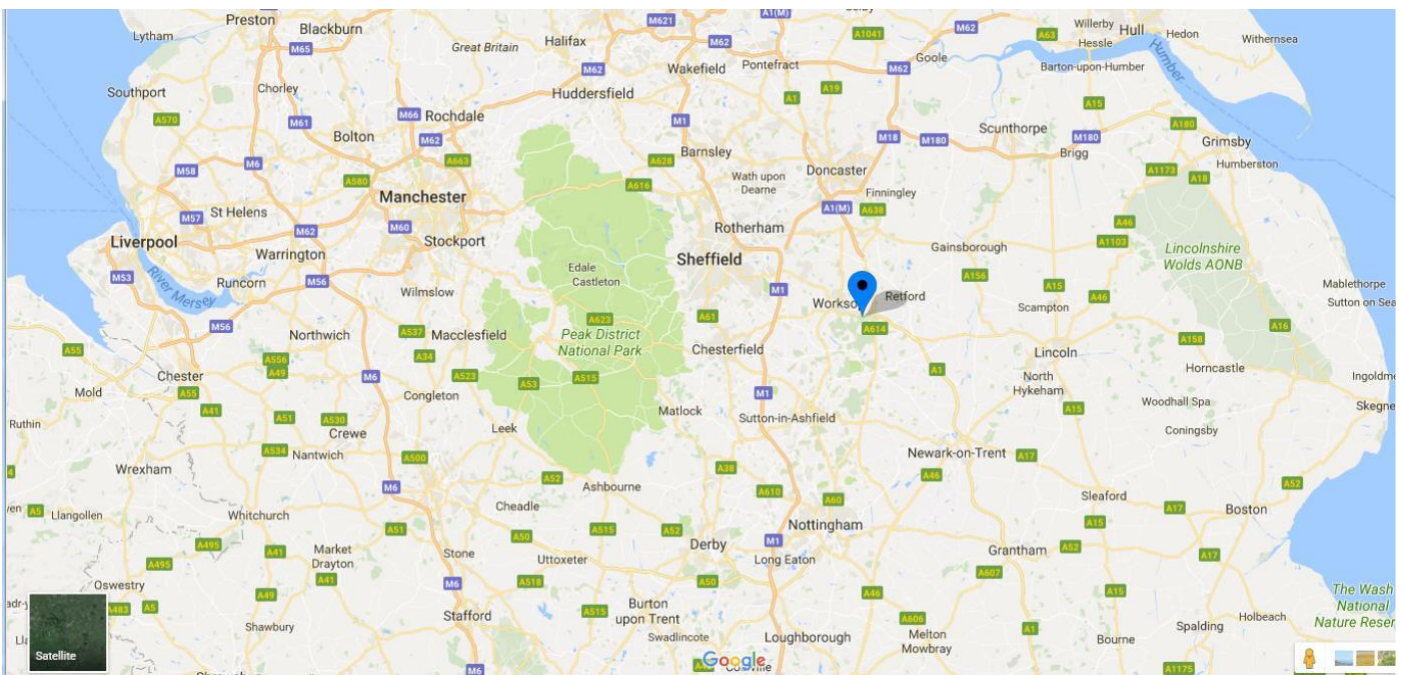
Getting to Worksoop College

By road

Worksoop College is easily accessible by all major roads and just 10 minutes from junction 23 of the M1. If driving, please use S80 3AP for your Sat Nav. The AA's [online route planner](#) is a useful way of determining the route and distance ahead of your journey

By Rail

Retford station is approximately 15 minutes away and the journey will take less than 1.5 hours from Central London. More information about travel by train can be found [here](#)



Contact us

01909 537100

careers@wsnl.co.uk