



**EXPLORE OUR WORLD**

**Groundskeeper**

**Required ASAP**

**Permanent, Full-time**

**INFORMATION FOR CANDIDATES**

A Catholic Independent Day School for Girls 2-18 and Boys 2-5

**NOTRE  
DAME  
SCHOOL**



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## The School

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Set in 26 acres of beautiful parkland in Cobham, Notre Dame School nestles in a picturesque 18<sup>th</sup> century mansion beside the River Mole. Notre Dame is a Catholic School and is a Foundation of the Company of Mary Our Lady with an ethos shaped by the life and work of St Jeanne de Lestonnac. Despite the tranquil setting Notre Dame School is a hive of activity, with over 600 children and teachers working hard in the important business of education. The school has an enviable reputation for the highest academic standards and a progressive, holistic, academic education that is underpinned by over 400 years of international educational tradition in 30 countries. Established in England in 1937, the school has always had the philosophy that the greatest success comes from knowing how to learn and how to ask the right questions; training pupils to take an active role in reaching and exceeding early expectations. From the vibrant Nursery to the exciting Sixth Form, tomorrow's professionals acquire the skills, knowledge and qualifications that give them the best possible start in life. This summer, our A Level students have gained the highest percentage of A\* - B grades (84%) in over ten years and girls are going on to study at prestigious Russell Group universities in a wide range of disciplines. At GCSE over half the awarded were A and A\*. Twin aims of academic success and ability to strive for social justice in the world create rounded, compassionate, highly qualified and wise young women. Past pupils proliferate the professional sphere, many of whom enthusiastically retain links to Notre Dame.

The school is filled with a strong sense of purpose, offering a wide-ranging and active education with facilities encompassing new Science laboratories, music and drama studios, sports fields, indoor swimming pool, dedicated Sixth Form Centre, a forest school for the youngest pupils, and a fully equipped, West End quality theatre seating over 350. The school has completed its all-weather facilities to complement the existing outdoor and indoor netball and sports facilities. The girls participate in choirs, sports teams, orchestras, language groups, outreach work, craft clubs, swimming squads and debating societies. The school councils for the different age groups and the peer mentoring and 'big sister' system provide pastoral care in a place that values the individual and always stretches a hand to help others, leading to charity initiatives as well as a happy and fulfilled community.

Leadership is prized and all are encouraged to fully engage in the life of the school. In recent years educational research has shown that this type of all-round education adds limitless value to the lives and experiences of our young people, as well as enhancing academic success and personal confidence, so it is a delight to find a world-class school on the doorstep that has promoted this so strongly and so successfully for over three quarters of a century.



## Heritage and ethos

The School has a long heritage in matters spiritual and philosophical. Notre Dame, Cobham is a Catholic School, but with an ecumenical attitude to those of other faiths. It was established in 1937 by the Sisters of the Order of the Company of Mary Our Lady. The Company of Mary was founded in France in the 17<sup>th</sup> century by St Jeanne de Lestonnac and has over 300 educational establishments throughout the world. The Sisters of the Company of Mary continue to play a very important role in the pastoral life of the school ensuring that the ethos is maintained. Our values are rooted in our heritage, however, as an inclusive, outward-looking School; we are committed to encouraging a questioning spirit of mutual tolerance and informed dialogue based on openness, reciprocal respect and trust. We welcome girls of all faiths and none.



## The Estates Department

The Estates Department comprises two Caretakers, two Grounds Staff, two members of Maintenance, a Theatre Manager and a part time Minibus Driver, all of whom report to the Estates Manager.

The team work throughout the year, both whilst the school is in session and through the holidays.

The School has very ambitious plans to further develop the site and this role will be instrumental to its success.

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## The Role

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### Function of the Post

To proactively maintain the school gardens, grounds, hedges, borders and shrub beds to a high standard, as directed by the Estates Manager. To take an active role within the Estates Team providing excellent customer service at all times.

**Line manager:** Estates Manager

### Areas of Responsibility include but are not limited to:

- In conjunction with the Estates Manager, to comprehensively maintain the school grounds by undertaking regular weeding, fertilising, mowing, trimming, pruning, seeding, spraying, leaf sweeping and collection and scarifying etc.
- Conduct risk assessments and adapt suitable control measures on gardening/grounds tasks, reviewing when necessary.
- Mark and set out the field as and when required for football, hockey, rounders, athletics and other sport that maybe required.
- Assist with the installation, moving and relocation of sports equipment when required.
- Maintain the long jump pit, ensuring the sand is kept clean; it is covered when not in use and topped up regularly.
- Thoroughly maintain and upkeep the various beds and borders around the school site, including regular shaping/trimming and pruning.
- Maintain all pathways and steps to a suitable standard ensuring they are weed free and without trip hazards.
- Leaf clearance, ensuring all entrances are regularly swept and kept clean.
- Maintain all hedges around the school site, ensuring they are regularly trimmed and kept in shape.
- Ensure all grounds/gardening machinery and equipment is regularly maintained to the manufacturer's standard and servicing schedules, reporting any defects to the Estates Manager.
- Ensure all pathways and Convent Lane are gritted and or salted during spells of freezing weather.
- Regularly assist in inspecting the trees on school grounds and in Convent Lane and report any potential hazards to the Estates Manager.

- To work on the compilation and implementation of a site development plan in conjunction with the Estates Manager to assist in improving the standard of the school sports facilities and overall beautification programme.
- To assist with non-grounds tasks as and when required by the Estate Manager.
- Be willing to undertake training and work with a pro-active ethic.
- Provide immediate assistance (outside of normal working hours) in case of emergencies
- Carry out any other duties commensurate to the post as required by the Estates Manager.

*As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.*

### **General Expectations**

- Set a good example to pupils they work with, in their appearance and their personal conduct.
- Consider carefully issues of confidentiality when dealing with school matters.
- Have high expectations of pupils' behaviour, academic and social abilities.
- Encourage all pupils to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for other and truthfulness.

### **Health and Safety**

- All employees have a legal duty to ensure the safety of him/herself and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.
- To work to the HSE approved codes of practice and adhere to COSHH assessments.
- Conduct risk assessments and adopt suitable control measures, reviewing when necessary.
- To be aware and adhere to the departments lone working policy and the schools Health and Safety Policy and working procedures
- To ensure a safe working environment adhering to safe working practices.

### **Data Protection**

- All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

### **Safeguarding**

- 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.

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## The Person

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### Education/Skills

#### Essential

- COSHH certificate or equivalent health and safety qualification
- Manual Handling Training
- Fire Training
- Health and Safety qualification — training will be provided and updated as necessary
- Risk assessment training
- Knowledge of health and safety
- Excellent organisation skills
- Driver's licence with qualification to drive a mini bus
- Local council mini bus evaluation

#### Desirable

- Educated to GCSE standard or equivalent
- To hold pool plant operators certificate, IMPSRA Institute
- Significant experience of working in a similar role
- Good ICT skills

### Experience

#### Essential

- Experience of managing own workload and ability to prioritise
- Experience in amenity horticulture
- Experience with necessary machinery including tractors and lawn mowers

#### Desirable

- Significant experience of working in a similar role
- Chainsaw and spraying qualified

### Personal characteristics

#### Essential

- Able to work under pressure and meet deadlines
- Able to use a solutions focused approach
- Commitment to the provision of a quality service
- Ability to work alone and as part of a team
- Self-motivated and ability to use own initiative
- Ability to be flexible and adaptable
- A demonstrable commitment to the safeguarding of students and child protection
- A demonstrable commitment to equal opportunities.

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## Benefits of Service

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**Contract:** Permanent, Full-time

**Salary:** Notre Dame NJC21 to NJC23  
£22,284 - £23,532 per annum (dependent on skills and experience)

**Hours of work:** 40 hours per week with one hour unpaid lunchbreak, including occasional weekend and evening work. Usual working hours are 8am to 5pm, with seasonal flexibility. Holidays to be taken during school holiday periods only with any exception to be agreed in advance with the Estates Manager

### Benefits

- The School has high expectations of its staff, and therefore looks to reward them with a competitive salary scale and beneficial conditions of service
- 25 days paid annual leave
- Contributory Pension Scheme
- There is ample opportunity to take on additional responsibility

### Personal

- The School enjoys a fantastic location: central London is 30 minutes away, the M25 and A3 are 5 minutes away. Heathrow is less than half an hour.
- Fee concessions are available for the pupils of any member of staff who meet the school's entry requirements
- Longer holidays than the state maintained sector
- Free on-site parking
- School Nurse on site during term-time

### For Recreation

- Free use of the school's leisure and sporting facilities, including a heated indoor pool
- Free term-time lunch and refreshments are available throughout the working day





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## Selection Process

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Please complete the online application form available on our career site on eTeach:

[notredame.careers.eteach.com](http://notredame.careers.eteach.com)

**Closing Date: 12 noon on Monday 15 July 2019**

**Interviews: w/c 22 July 2019**

All applicants will receive an email to confirm receipt of the application form. Applications will be reviewed on a rolling basis.

Shortlisted candidates will be interviewed by senior members of the School, undertake a practical test and take a tour of the school.

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. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' ability for positions of trust, Notre Dame School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.

### Applications to:

Human  
Resources  
Department  
Notre Dame  
School  
Burwood House  
Convent Lane  
Cobham  
Surrey KT11 1HA

Email:  
[HR@notredame.  
co.uk](mailto:HR@notredame.co.uk)

Any questions,  
please contact  
HR on 01932  
589092.



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**Notre Dame School**

**Groundskeeper**



NOTRE DAME SCHOOL  
BURWOOD HOUSE  
CONVENT LANE  
COBHAM  
SURREY  
KT11 1HA