



ABINGDON



JOB PACK

Gardener

*Early applications are encouraged
and will be reviewed on receipt.*

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE
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ABINGDON

Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon Foundation. I am delighted that you are considering working here. As a member of the support staff you would play a pivotal role in supporting the school to deliver the very best academic, pastoral and Other Half opportunities to our pupils.



Please take some time to look at our website, www.abingdon.org.uk, as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Foundation is a community of some 1300 students across the two schools. Boarding houses are full with around 140 boarders and the sixth form has around 350 pupils. We employ some 400 teachers and support staff across the Foundation. The Board of Governors oversee the whole Foundation.

Abingdon School and Abingdon Preparatory School occupy large and beautiful campuses. The facilities are excellent with recent significant developments including a new Sixth Form Centre, library and Art department which followed the opening of a stunning Science Centre. New facilities for the Economics and Business Studies and Computer Science departments opened in 2020 alongside two additional houserooms for the pupils. In summer 2023 we are also looking forward to moving into new and refurbished boarding facilities as well as a flexible and beautiful new dining pavilion - please see this [video](#) for more information. We have also added recently to our extensive sport facilities at Tilsley Park and on the school campus which offer some of the best sport resources in the area. The Foundation benefits from a continuous refurbishment and development plan, adding further impressive facilities to a very well-resourced organisation that also prioritises sustainable development.

We may be over 760 years old but we are a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.

Justin Hodges
Director of Finance & Operations

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SUPPORT STAFF BENEFITS

Annual Leave

Full time staff benefit from 25 days paid annual leave (plus eight statutory bank holidays). The entitlement is pro rata for staff working part time all year round. Entitlement for staff working part year (term time only /term time plus) will be specified in the 'Hours of Work' section of the Job Description.

In most departments, there is a requirement that annual leave is taken during school holidays unless otherwise agreed with the relevant line manager.

Closure Days

The School currently operates a Christmas Closure Policy which provides up to four guaranteed closure days which vary according to when the bank holidays fall.

Death in Service

All support staff aged between 18 and 75 are members of the Abingdon Foundation Death in Service Scheme. This scheme is managed by Legal & General and in the event of death a benefit of three times annual salary will be paid.

Employee Assistance Programme

The Abingdon Foundation provides staff with a range of benefits to support them in everyday life including an Employee Assistance Programme (EAP) and a Health Risk Assessment (HRA) tool.

Foundation Grant

Qualifying permanent* employees are eligible for a discount on tuition fees for their own children attending Abingdon School or Abingdon Prep in accordance with the School's "Foundation Grants Policy". Admission and entry to either School is subject to availability and satisfactory achievement in the admission requirements. If you consider that a Foundation Grant may be relevant we encourage you to request a copy of this policy.

Lunch

When the School is open lunch is available free of charge during term time for staff who are working during the period when the dining hall is open.

Parking

Free parking and bike storage for staff is available on site on a first come first served basis.

Pension

The Abingdon Foundation runs a group personal pension scheme with Royal London into which new staff are automatically enrolled on their first day of employment. The contribution rates are 3% employee and 6% employer.

In addition to the School's auto-enrolment pension scheme there is an enhanced support staff pension scheme (money purchase) which staff can voluntarily join whereby the contribution rates are 6.4% employee and 14.1% employer. These rates may be varied from time to time as the Governors see fit.

Private Healthcare

Permanent* employees are eligible to benefit from free private health insurance (taxable as a benefit in kind).

Sports Centre Membership

Members of staff have free access to the gym and swimming pool at agreed times. Staff are entitled to a discounted membership of Abingdon Sports and Leisure Club that allows them to attend exercise classes free of charge. Further details are available from the Sports Centre.

Super Camps

Currently staff are entitled to a 25% discount on school holiday courses for children with Super Camps. Childcare vouchers can be used as payment. Further information is available from their website <https://www.supercamps.co.uk/>.

* *Permanent employees are considered to be staff working under a contract of employment of more than a year's duration.*





JOB DESCRIPTION

GARDENER

Location:	Abingdon School (with the requirement to work at other sites within the Abingdon Foundation when necessary)
Department:	Grounds
Reports to:	Head of Grounds

THE ROLE

The Gardener will maintain the School gardens and support grounds upkeep. The primary location is Abingdon School although there may be a requirement to work at other sites within the Abingdon Foundation (Abingdon Preparatory School and Tilsley Park) when necessary.

THE DEPARTMENT

The School has a number of areas of formal and private gardens, woodland and wild areas/undeveloped ground including public rights of way which need to be managed. The School also has extensive sports fields in three separate locations. These sites consist of cricket pitches, rugby/soccer pitches, an athletics track, tennis courts, and synthetic turf pitches. The Grounds Team works across Abingdon School, Abingdon Prep School (APS) and Tilsley Park, including both gardeners and general grounds staff who undertake the sports pitch and overall grounds maintenance.

DUTIES & RESPONSIBILITIES

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post. Duties will include, but not be limited to:

- The care and maintenance of all existing flower beds and borders
- The care and maintenance of Lacies Court and boarding house gardens
- The cutting and maintenance of lawns
- The application of fertiliser and pesticides
- The correct cutting and care of hedges using mechanical equipment
- The use of mechanical equipment e.g. mowers and tractors
- The correct pruning and care of shrubs, climbing plants and fruit trees
- The restocking of beds and borders with shrubs and bedding plants after appropriate consultation
- The creation of new beds and borders, landscaping and the planting of bulbs
- The care and maintenance of drives and hard surfaces within the defined areas of responsibility
- Keeping all areas clean and tidy and to a high standard of presentation at all times including sweeping, edging, weed control and litter picking
- Maintenance, repair and erection of fencing
- To assist site staff during inclement weather with the gritting and clearance of ice and snow from roads and paths
- Any other duties which may reasonably fall within the general scope of a Gardener's role

In addition to the above, all staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

The postholder has a responsibility under health and safety legislation:

- To cooperate on all matters related to health and safety including the investigation of any incident.
- To use any equipment or personal protective equipment (PPE) provided for them correctly, in accordance with training and instructions. To ensure that any equipment fault or damage is reported immediately to the line manager. No member of staff should attempt to repair equipment unless trained to do so.
- To report any health and safety concerns to the line manager as soon as practicable.
- To report any accidents and injuries at work however minor.
- To be familiar with the fire safety instructions displayed on notice boards and near fire exits in the workplace.
- To read and confirm understanding of the Foundation's Health and Safety Policy.

PERSON SPECIFICATION

Essential

- Experience of general gardening including maintenance of hedges and borders
- Good communication skills and the ability to work well within a team
- Sound knowledge of and experience in use of horticultural machinery
- Good organisational skills
- Full driving licence (maximum of 3 penalty points permitted) as the postholder will be required to drive school vehicles
- The ability to communicate appropriately with staff
- Self motivated and dedicated
- Tactful and diplomatic
- A willingness to be adaptable and to work unsociable hours as required by the job
- Be able to work in all weather conditions including rain, snow etc
- Work to high standards
- Able to work unsupervised
- Initiative and common sense
- Enthusiasm and flexibility
- Reliable and hard working
- Ability to meet the physical demands of the job *
- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people

Desirable

- Formal horticultural qualifications eg. RHS, NVQ, etc
- Spraying Certificates PA1 and PA6 would be an advantage

* The job holder's physical capability to undertake the necessary duties of the role is of particular importance. The role requires lifting, manual handling, working at heights, standing for periods and both driving and walking around the site. If the job holder has a physical or mental condition which may affect their ability to carry out the role or they are not able to carry out one or more tasks required, the School will consider any reasonable adjustments.

TRAINING REQUIREMENTS

The following mandatory training will be provided free of charge:

- Abrasive Wheel
- Asbestos Awareness
- Control of Substances Hazardous to Health (COSHH)
- Cyber Security Training
- Equality, Diversity & Inclusion
- Emergency First Aid at Work
- Fire Awareness
- Hand-Arm Vibration
- Health & Safety Induction
- Legionella Awareness
- Lone Working
- Manual Handling
- Personal Protection Equipment
- Prevent Training
- Safeguarding Training (Triennial)
- Safe Use of Pesticides PA1
- Safe Use of Pesticides PA6
- Safe Use of Ride-On Mowers
- Safe Use of Tractors and Implements
- Working at Height

HOURS OF WORK

This is a full-time position working 40 hours a week, 08:00 to 16:30, Monday to Friday with a half hour unpaid lunch break. Occasional additional overtime may be offered.

SALARY

The salary for this role is **£26,433 per annum** effective from 1 September 2023.

NOTICE PERIOD

After successful completion of a sixth month probationary period, the notice period for this role is one month.

NOTE

For an informal discussion about the role please contact Richard Hagar, Head of Grounds, initially via email: richard.hagar@abingdon.org.uk



HOW TO APPLY

If you would like to apply for this position you will need to register and apply on our recruitment portal via the following link: [Recruitment Portal](#)

Completing your application

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application you may be required to upload a covering letter which provides you with an opportunity to introduce yourself and explain your motivation for the role. This can be especially important if your circumstances are such that a significant pay change, career change or relocation is involved. The notes section of the Job Profile document will confirm whether a covering letter is required for the role.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

References

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. **If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.** Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants for support posts are advised that references **will** be taken up prior to interview unless you ask us not to. We will assume it is acceptable to contact your references at any time unless advised otherwise.

Online Searches

In line with the updated KCSIE 2022, we will carry out an online search for all shortlisted candidates. Any relevant incidents or issues involving candidates that are publicly available online (including information contained in social media accounts) and identified during the search may be explored at interview. The purpose of carrying out online checks is to comply with the KCSIE recommendation that Schools review information to assist any decision as to the candidate's suitability to work with children and young people. Abingdon Foundation is an Equal Opportunities Employer and seeks at all times to ensure that its processes do not unlawfully discriminate against any prospective employee.

Interview Process

If you are invited for interview your visit will involve a brief session with our Human Resources Department, in order to undertake a number of checks we are required to carry out by the Department for Education (DfE).

These checks include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS). A list of valid identity documents will be sent to you in advance of your interview.

In addition, we require evidence of the following:

Identity – passport or photocard driving licence

Address – document from Group 2b of the DBS List of Valid Identity Documents with current address

Right to Work in the UK – passport or full birth certificate

Qualifications - original documents confirming any educational and professional qualifications you refer to in your application

Overseas Checks – if you have worked or been resident overseas for three months or more in the previous ten years please bring original copies of any overseas police checks that have already been completed

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary online video interview.

As well as a face to face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- a Prohibition from Teaching check (if applicable);
- a Prohibition from Management check (if applicable);
- where the successful candidate has worked or been resident overseas for three months or more in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

Safeguarding

All adults working at Abingdon should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Abingdon should be aware of and, when necessary, follow the school's Safeguarding Guidelines, which are in line with [Keeping Children Safe in Education 2022](#), [Prevent 2015](#), [Working Together 2018](#) and the Department of Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures (these are available online at <http://www.oscb.org.uk> and also refer to <http://schools.oxfordshire.gov.uk/cms/content/safeguarding>).

All new members of staff, including volunteers, agency workers and contractors are provided with the following documents and required to sign a declaration to confirm that they have read and understood them before they start work and at regular intervals thereafter:

- Keeping Children Safe in Education September 2022 (Part One) and Annex
- Safeguarding Policy
- Staff Behaviour Policy
- ICT (Staff) Policy
- Health and Safety Policy
- Data Protection Policy
- Equal Opportunities Policy

These documents include all the relevant information about safeguarding, KCSIE, codes of conduct, missing children policy and whistleblowing policy.

In addition, individuals appointed to work in an Early Years Foundation Stage (EYFS) setting are required to complete a 'Staff Disqualification Declaration' before they start work and on an annual basis.

Warning

Candidates should be aware that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. Provision of false information is also an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Queries

If you have any queries at all about the recruitment process please contact the Foundation's HR Department on 01235 849136

We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.