



CLAREMONT
FAN COURT SCHOOL



GROUNDSPERSON

JOB INFORMATION

THE SCHOOL



‘They (pupils) become respectful and tolerant young people, ready for their next steps and appropriately prepared to contribute to society in whatever way they can.’

ISI REPORT (December 2024)

Welcome to Claremont, a thriving independent coeducational HMC day school in Esher, Surrey, educating approximately 1,200 pupils aged 2 to 18, with an even balance of girls and boys. Founded in 1922, Claremont was built from small but very significant foundations which has shaped our current mission, vision and ethos today. Nearly fifty years ago, we became fully co-educational and are now a school of choice for families seeking a high-quality, well-established and caring co-educational education.

At Claremont, we recognise and nurture the potential of every individual, helping each pupil to achieve more than they ever thought possible. Our entire philosophy is underpinned by goodness, with core values of courtesy, respect, trust, moral integrity, and self-discipline guiding all that we do.

Claremont is known for focusing on the academic potential of our pupils, but never at the expense of their pastoral wellbeing; for a culture that nurtures pupils’ limitless potential,

not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers. The focus on building character qualities ensures that our pupils leave as positive, caring members of the global community.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

THE ROLE



We are looking for a grounds person to work as part of the small, in-house grounds team in maintaining the grade I listed decorative landscape, lawns, paths, roads, woodlands and boundaries of the Claremont estate.

The grounds work will include:

- Grass cutting and lawn maintenance
- Hedge and shrub trimming, small scale
- Tree management
- Path edging, trimming, clearing and general tidying of boundaries
- Seasonal tasks such as leaf clearance etc.
- Planting of new trees in accordance with the Landscape Management Plan
- Maintenance and cleanliness of the hard court areas
- Sweep, collect litter and maintain the site generally
- Pond maintenance
- Undertake routine grounds maintenance work as detailed in work schedules, job tickets or as directed by a supervisor
- Report any grounds maintenance repairs or health and safety concerns to the appropriate person as a matter of urgency
- Carry out regular checks of drains and gulleys to ensure they are free-flowing and clean
- The creation, setting out and maintenance of playground surfaces, equipment and/or sand pits and the surrounding areas to meet safety requirements
- Keep equipment, tools and machinery in a secure manner

- Comply with all safety instructions, e.g. place warning signs appropriately
- Ensure paths and roads are kept free from snow and ice for safe passage by pedestrian and vehicles
- On occasion and when instructed by line manager, undertake tasks which includes working with other members of the estates team on a site wide basis for school events
- Undertake relevant fencing and boundary repairs where possible

Security

- Be vigilant of strangers on site and report as necessary
- Check premises and work areas are clean and secured on completion of any works
- Provide safe access to the site in the event of snow, minor floods and similar emergency situations

Health and Safety

- Comply with all health and safety policies and procedures
- Ensure safe methods of manual handling and working at height are observed at all times
- Use any machinery, equipment, dangerous substance or safety device provided by the school in accordance with the training and instructions provided, reporting any faults or accidents or near misses immediately
- Action any other health and safety instruction given by a person in authority

THE ROLE



In addition to those duties set out above, the post holder will:

- Work without supervision and act on own initiative as required or appropriate to ensure excellent customer service to both internal and external customers
- Undertake any relevant training as required, including, but not limited to, child protection training and task specific health and safety training
- Keep aware of relevant school policies and procedures
- Prioritise all work and meet agreed deadlines, taking a flexible approach to their hours to meet the demands of the role
- Undertake any other reasonable duties and responsibilities commensurate with the grade and scope of the post as instructed by the estate and facilities management team

THE PERSON

The successful candidate is likely to have the following:

Essential

- Previous experience in grounds keeping
- Interest in grounds management
- Knowledge of health and safety regulations

Desirable

- Formal qualifications, or willingness to undergo training for such qualifications, in spraying operations, and in the use of horticultural equipment

including chainsaws

- Experience of working in a school environment
- Driving licence with category D1 and previous experience of driving a minibus
- First aid certificate (or willing to train)
- Good written skills and basic IT skills
- Swimming pool plant qualification (or willing to train)

Skills and attributes

The successful candidate will demonstrate:

- Ability to work independently and use initiative.
- Ability to follow instructions and meet deadlines.
- Good communication and teamwork skills.
- A proactive and flexible approach to work.
- High standards of workmanship and professional conduct.
- This role involves regular outdoor working and manual handling activities, including lifting and carrying equipment.
- Commitment to safeguarding and promoting the welfare of children and young people.

Working conditions

- Primarily outdoor work in all weather conditions.
- Use of machinery, power tools, and horticultural equipment.
- Manual handling activities, including lifting and carrying equipment as required.
- Available to work occasional evenings and weekends

MISSION, VISION, AND ETHOS



Mission

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world.
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world.
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self-discovery.
- To equip our pupils with a strong set of values for future decision making.
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man.
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos.

Vision

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

Ethos

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.

WORKING AT CLAREMONT



Claremont is more than just a school; it is a community. We are dedicated to creating a supporting, caring, and welcoming workplace where every employee can thrive. Diversity is celebrated, individuality is valued, and professional growth is encouraged and supported.

Our dedicated staff are our greatest strength. From the moment you join, you will receive a comprehensive induction and ongoing opportunities for professional development. Whether you are in a teaching or support role, you will be part of a team that works collaboratively to make a real difference.

We strive to attract outstanding individuals to join our teaching and support teams: our teachers are highly qualified, passionate professionals committed to inspiring every pupil and our support staff are integral to the success of the smooth and effective operation of our school. Above all, we are all dedicated to nurturing each pupil's unique talents and unlocking their limitless potential.

We welcome applications from candidates with a variety of professional backgrounds, both within and beyond education, recognising the strength this diversity brings to Claremont as an inclusive and forward-looking community.

Location

Set in 100 acres of historic grounds in Surrey, Claremont is conveniently located just outside Esher town centre, with easy access to the A3, M3, and M25, and excellent rail links to central London, Guildford, Hampton Court, and Reading from Claygate or Esher stations. There is ample free parking, cycle storage, and local bus services are readily available.

The area combines the space and natural beauty of the Surrey countryside, including the Surrey Hills Area of Outstanding Natural Beauty, with the culture, shopping, and entertainment of London, Kingston, and Guildford just a short journey away. Outdoor enthusiasts can enjoy walking along the River Thames, exploring Richmond Park and Bushy Park, or visiting neighbouring National Trust properties such as Claremont Gardens, or cycling and hiking at Box Hill.

Local attractions include Hampton Court Palace, RHS Wisley Gardens, and Sandown Racecourse, as well as theatres, cinemas, music venues, and sports clubs, providing plenty of opportunities for relaxation and recreation.

EMPLOYEE BENEFITS



At Claremont, we are committed to attracting and retaining truly exceptional staff by offering a competitive benefits package that supports both professional growth and personal wellbeing:

Reward and Recognition

- Competitive salaries, reflecting qualifications, experience, and expertise.
- Generous defined contributory pension scheme.
- Comprehensive life assurance.
- Staff fee remission for eligible employee's children at Claremont who satisfy the admissions criteria following successful completion of probationary period.

Professional development

- We foster a strong culture of continuous professional development, with encouragement at the highest level for ongoing training, further qualifications, and career progression.

Wellbeing and Support

- Access to a confidential counselling service for employees and eligible family members (aged 18+), available 24 hours a day, 365 days a year.
- Annual flu vaccinations provided free of charge.
- An active social and wellbeing committee organising a varied programme of regular social

events and activities, from book clubs, running clubs and quizzes to sporting and social gatherings.

- Access to the school gym at agreed times.
- Family-friendly policies designed to support a healthy work-life balance, including enhanced maternity and paternity pay.

Meals and Refreshments

- Complimentary lunches during term time, freshly prepared by our outstanding catering team.
- Free tea, coffee, and refreshments available throughout the school day.

Parking

- Free, onsite parking available for all staff.
- Cycle storage area.

Cycle to work scheme

- Access to Cyclescheme, allowing employees to purchase bicycles and accessories up to the value of £2,500.

Holiday camp discounts

- Discounted rates for Claremont holiday camps for permanent staff during school holiday periods.

SAFEGUARDING AND EQUAL OPPORTUNITIES



Equality, diversity and inclusion

We are proud to be an equal opportunities employer and welcome applications from suitably qualified candidates from all backgrounds. We are fully committed to providing a friendly, positive, caring and professional working environment in which equality, diversity and inclusion are actively promoted, and all members of the Claremont community are treated with dignity and respect, free from discrimination, harassment or inappropriate behaviour.



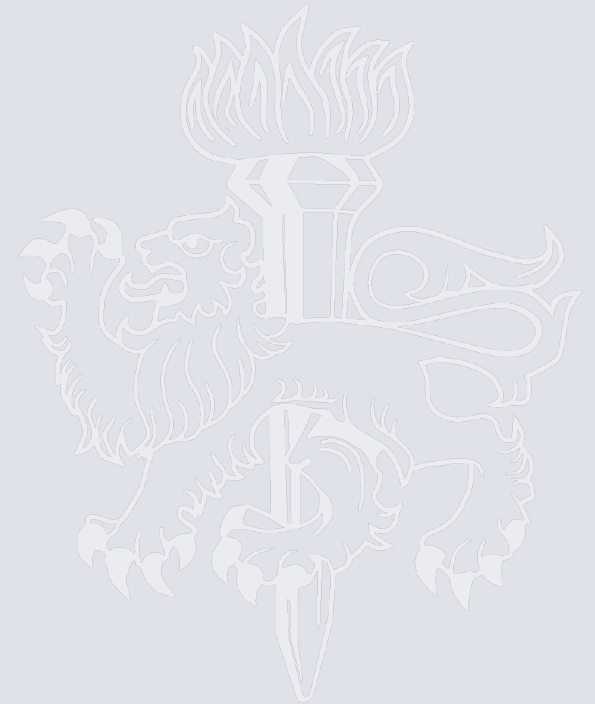
We value individuality and seek to build a workforce that reflects the diversity of the community we serve. In accordance with the Equality Act 2010, we do not discriminate on the grounds of any protected characteristic, including age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex, or sexual orientation.



The school is committed to ensuring equality of opportunity throughout recruitment, employment and career development, making reasonable adjustments where required, and fostering an inclusive environment in which all members of the school community feel valued, respected, supported and able to thrive.

Safeguarding

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.



TERMS AND CONDITIONS



Salary:

Circa £28,000

Hours:

40 hours per week, Monday - Friday

Start date:

ASAP

Please ensure you read the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our website.

Interested applicants should complete an application via our recruitment portal. If you have any questions about the application process, please contact jobs@claremont.surrey.sch.uk

References may be taken up at any stage during the recruitment process.

The closing date for applications is
13 September 2026

Applications for this role will be considered as they are received. Interviews, and any subsequent offers, may be made at any stage of the process. Candidates are therefore encouraged to submit their applications at the earliest opportunity.



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