



JOB PACK

Grounds & Gardens Supervisor

Closing Date: Friday 1 July 2022 (midday)

Interview Date: week commencing 4 July 2022

Message from the Headmaster, Craig Williams

Thank you for your interest in Abingdon Prep School. I am delighted that you are considering our School and I hope that you will want to apply for this post once you have found out a little more about us.

I encourage you to spend time looking at our website, www.abingdon.org.uk/prep, as this will tell you a lot about us and give you an insight into our school. To fill you in on a few important features, Abingdon Prep (previously Josca's) is an independent all boys' day school with around 250 boys aged 4 to 13. Abingdon Prep, along with Abingdon School, forms the Abingdon Foundation. We employ around 400 teachers and support staff across the Foundation. The Board of Governors oversees both establishments.



Admission is by selection and we are a popular choice for Oxfordshire families. Many are attracted by our academic standards, certainly, but also by the huge and dynamic 'Other Half' (extra-curricular) programme we offer. All staff participate in the programme and the School places considerable importance on the many benefits of the Other Half and its role in developing the whole person. In Year 7 and 8 our boys follow our Abingdon Prep Plus (AP+) curriculum. Approximately 85% of the boys go onto Abingdon School. Boys also enter Radley College, Magdalen College School, St Edward's School and Cokethorpe amongst others. In the past 3 years 29 scholarships have been achieved to Abingdon School and other senior schools across all areas of the curriculum - Academic, Art, Drama, Music and Sports. We pride ourselves on having a strong community ethos and all families and staff play their part in making our school feel warm and welcoming.

Abingdon Prep occupies a large rural site approximately 5 miles west of Abingdon. Our facilities are enviable, with expansive and very well maintained playing fields, a new Astro turf Multi Use Sports Area, large and bright classrooms, sports hall, assembly hall and separate drama studio. We are extremely well resourced in every area.

We want an Abingdon Prep boy to be engaging, motivated and delightful to know. We encourage confidence without arrogance and generate a safe academic atmosphere that enables boys to push their own limits and reach their potential. We encourage a professional warmth and respect between the boys and staff and we place great importance on regular communication with parents.



The School day runs from 8.25 am to 3.30pm (Pre-Prep) or 4.10pm (Yr 3-8), with there being Other Half activities at lunchtime and until 5.15pm. All teaching staff are expected to contribute fully to the Other Half programme throughout the week. Teaching staff will need to be available from time to time on a Saturday for events such as Open Days and sports fixtures, and occasionally after school for events such as Fireworks Night and parents evenings.

We are a thriving, happy school and we look to the future with great excitement and pride. I am always looking for high calibre professionals, who love teaching, to join us and work with our wonderful boys.

I do hope that you will apply. I recognise that much time and thought goes into preparing an application and please be assured that we in turn, will give your application serious consideration. I look forward to hearing from you.

Craig Williams

Craig Williams
Headmaster



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 or on a term time or term time plus basis.

In some 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. Support staff who work term time only or term time plus will be provided with up to two (one for staff on 0.5 FTE or lower) discretionary days off in lieu of Christmas closure days.

Death in Service

All support staff aged between 18 and 65 are members of the Abingdon Foundation Death in Service Scheme. The policy covers staff up to the age of 70 with anyone over the age of 65 needing to complete a medical questionnaire. 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 (of up to 50% for full-time staff, pro-rata for part-time staff) 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 for staff free of charge during term time.

Parking

Free parking for staff is available on site on 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 automatic membership of the Abingdon Sports and Leisure Club with free access to the gym and swimming pool at agreed times. Staff are entitled to a discounted membership 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

GROUND AND GARDENS SUPERVISOR

Location:	Abingdon Preparatory School (with the requirement to work at other sites within the Abingdon Foundation when necessary)
Department:	Grounds
Reports to:	Head of Grounds
Line Manager to:	Works closely with and supervises the Grounds Team based at Abingdon Preparatory School

THE ROLE

The post of Grounds and Gardens Supervisor is to aid the Head of Grounds in all aspects of running the department and deputising for them in their absence. The position will combine extensive 'hands-on' leadership with administrative management responsibilities. The role will be mainly based at Abingdon Preparatory School (APS) with work at the other sites when needed.

THE DEPARTMENT

The School has extensive sports fields in 3 separate locations making up 104 acres. The sites consist of cricket pitches, rugby/football pitches, an athletics track, tennis courts, synthetic turf pitches and formal gardens and lawns. There are also areas of woodland, and undeveloped ground including public rights of way which need to be managed.

Sport at Abingdon is flourishing with multiple pupils competing at national and international level. The Grounds Department plays a vital role in maintaining the School's excellent and extensive Grounds and sports facilities in order to help the pupils to develop their sporting talents to the very highest levels and to ensure the School can continue to provide a wide range of sporting opportunities for all levels of ability and interest.

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 -

Supervisory Role

In addition to general Grounds duties at APS, the postholder is responsible for assisting the Head of Grounds and taking responsibility when the Head of Grounds is absent, for overseeing the day to day running of sports grounds, gardens and facilities to meet the School's requirements.

Supervisory duties include but are not limited to:

- Close liaison with the Head of Grounds in order to provide comprehensive and coordinated estate management.
- Liaison with the Director of Sport and PE, and where appropriate, other staff in charge of the relevant sports to ensure that their requirements are met.
- Day to day management and supervision of the APS Grounds staff and supporting the Head of Grounds in the overall management of the Grounds Team, including:
 - Setting and monitoring the achievement of weekly performance targets.
 - Maintaining full records of hours worked, sickness, holiday and other absence, and liaising with the HR Department on these issues where necessary, in order to comply with legislation and the School's policies.
- Ensuring all relevant Health & Safety regulations are applied.
- Ensuring the highest presentation of School Grounds and Gardens.
- Taking responsibility for ensuring maintenance and marking of all sports pitches and associated equipment.

Main duties and responsibilities

General Grounds Staff duties include but are not limited to:

- Care and maintenance of sports pitches or amenity surfaces including the occasional maintenance of synthetic sports surfaces 3G and 2G.
- Marking out and maintenance of the sports pitches as well as maintaining the cricket squares.
- The use of mechanical equipment e.g. mowers and tractors including basic maintenance.
- The correct cutting and care of hedges and trees using mechanical equipment.
- Maintenance of lawns.
- The care and maintenance of all existing beds and borders.
- The care and maintenance of gardens at the APS Headmaster's residence (Latimer House)
- The care and maintenance of drives and hard surfaces within the defined areas of responsibility.
- Keep all areas under responsibility clean and tidy, and to a high standard of presentation at all times including sweeping, edging, weed control and litter picking.
- To assist site staff during inclement weather with the gritting and clearance of ice and snow from roads and paths.
- Ensuring the safe use, storage, calibration and disposal of pesticides and other similar substances.
- Attending meetings, seminars and courses as required by the Head of Grounds.
- Any other duties which may reasonably fall within the general scope of a grounds person'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

- Formal training or qualification in Grounds or Estate Management (e.g. relevant GMA/IOG level 2 or above or NVQ level 2 or above) or relevant equivalent experience in a similar setting. Experience or training must include cricket grounds and pitches
- Full driving licence (maximum of 3 penalty points)
- Sound knowledge and experience of using horticultural machinery
- A positive and enthusiastic attitude to work with a keen interest in sport
- Hard-working, punctual and reliable with a demonstrable commitment to delivering consistently high standards
- Good organisational and administrative skills with the ability to pay attention to detail
- Strong interpersonal and communication skills, including the ability to work well within a team and to communicate appropriately with a wide range of staff outside the Grounds Team, including senior staff
- Adaptable and flexible, including willingness to work unsociable hours, as required by the job
- Able to meet the physical demands of the role, including manual handling, use of required equipment and the ability to work outdoors in all weather conditions
- Self-motivated with the ability to work unsupervised and to use own initiative and sound judgement and to prioritise tasks
- 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

- Spraying Certificates PA1 and PA6

TRAINING REQUIREMENTS

The following mandatory training will be provided:

- Control of Substances Hazardous to Health (COSHH)
- Cyber Security Training
- Equality & Diversity
- Emergency First Aid at Work
- Fire Awareness
- Health & Safety Induction
- Legionella Awareness
- Manual Handling
- Personal Protection Equipment
- Prevent Training
- RoSPA Play Safety
- Safeguarding Training (Triennial)
- Safe Use of Pesticides PA1
- Safe Use of Pesticides PA6
- Safe Use of Ride-On Self Propelled Mowers
- Working at Height

HOURS OF WORK

This is a full-time position all year round working 40 hours a week Monday to Friday with a half hour unpaid lunch break. During the summer term, for the preparation and support of cricket, the postholder will be required to work on Saturdays with Mondays off in lieu. Weekend and overtime work will be required in support of the School's Events and Sporting calendar. Additional occasional overtime may be offered.

SALARY

The salary range for this role is **£24,541 - £26,057** per annum depending on qualifications, skills and experience.

NOTICE PERIOD

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

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: <https://vacanciesatabingdonschool.ciphr-irecruit.com>

Completing your application

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application you will 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.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

Guidance for the completion of the section 'additional skills, experience and interests'

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not. For teaching staff it is important that you use this section of the application form to outline how you would contribute to Abingdon's 'Other Half' (extra-curricular) programme.

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 teaching posts are advised that references will be taken up **prior to interview**.

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

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 Skype interview.

Teaching Posts:

If you are invited to interview you will be required to teach a lesson which will be observed. You will be advised beforehand as to the lesson brief. You should expect to attend a number of interviews, tour the School and meet some colleagues.

Support Posts:

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 2021](#), [Prevent 2015](#), [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 2021 (Part One and Annex B)
- 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 provision of false information is 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 or recruitment@abingdon.org.uk.

Abingdon School is an Equal Opportunities employer.