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## Grounds Person Candidate Information Pack



# INTRODUCTION

The Grounds & Gardens Department are looking to recruit a self-motivated and hard-working individual who has a keen interest in the turf & horticultural industry. This is a varied role which will involve the maintenance and presentation of all the Mill Hill School sites (Mill Hill, Mill Hill International, Belmont & Grimsdell) to the highest standards.

Attention to detail, a willingness to learn and a passion for the outdoors are essential for this very rewarding position within a highly motivated team.

The successful candidate will report directly to the Grounds Manager and support them in the day to day running of the sites.

This role would suit someone with previous Grounds & Gardens experience or an individual looking for a career change, leading to gain a new skill set & qualifications.

**Closing date for applications: 9:00am on Friday 7 March 2025**

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

## Key facts about the role:

### Contract Type

PERMANENT, FULL TIME

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### Reporting To

GROUNDS MANAGER

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### Salary

COMPETITIVE

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### Hours

40 HOURS PER WEEK,  
MONDAY TO FRIDAY,  
07.00-16.00, ALTHOUGH  
FLEXIBILITY IN WORKING  
ARRANGEMENTS WILL BE  
REQUIRED

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### Holidays

25 DAYS ANNUAL LEAVE  
PLUS STATUTORY BANK  
HOLIDAYS, PLUS AGREED  
DAYS OVER THE CHRISTMAS  
AND NEW YEAR PERIOD

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### Pension

CONTRIBUTORY STAKE-  
HOLDER PENSION SCHEME

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# MILL HILL SCHOOLS

Mill Hill Schools was founded in 1807, when its founders wisely chose its location on the top of a hillside for its fresh air, safety and natural beauty. Mill Hill's family of schools offer co-education from ages 3-18.

Grimsdell, Mill Hill Pre-Prep is a day school for pupils aged 3-7.

Belmont, Mill Hill Prep is a day school for pupils aged 7-13.

Mill Hill School and Mill Hill International are boarding and day schools for pupils aged 13-18.

## **A part of the Mill Hill Education Group**

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



## JOB DESCRIPTION

- Preparing and maintaining a variety of sports pitches and surfaces to the highest standard
- Preparation and upkeep of lawns and decorative areas, mowing, strimming, pruning and weeding
- Clean drives and pathways of debris, litter picking, clearing snow and keeping all site infrastructure to the highest standard
- Carry out a varied range of horticultural and grounds operations requiring minimum supervision and using own initiative, such as weeding, digging, edging, over seeding, soil preparation, pruning, tree maintenance and sports pitch preparation
- Safely use, maintain and clean all equipment after storage and ensuring secure storage
- Work in a tidy, safe and professional manner
- Follow departmental and school policies
- Undertake other duties that are required and are commensurate with the grade of post



# PERSONAL SPECIFICATION

## Essential requirements

- Confident with working on your own or as part of a team
- Good time management, attendance and punctuality
- Good interpersonal and communication skills
- Professional manner and approach
- Use own initiative
- Self-motivated
- Be adaptable
- Practical experience in maintaining large areas
- Flexible approach to working hours
- Be willing to undertake tasks to given time constraints
- Must have a full driving license

## Special role requirements

- Will be required to work out doors in all weather conditions
- At times the role may require heavy lifting
- Will be required to use machinery e.g. hedge cutters, strimmer's, lawn mowers and tractors

## Desirable requirements

- Previous experience of working in a school is not required, but would be advantageous. However lack of experience should not discourage good applicants from applying for the position
  - The successful applicant will need to demonstrate that they have the appropriate NVQ level 2 qualification in horticulture (or equivalent experience), as well as previous experience in maintaining large or historical gardens
  - Pesticides application PA1, PA2 and PA6
  - Chain saw CS30 and CS31
- Must have a full driving license (desirable but not essential)**



# HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

**APPLY**

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Friday 7 March 2025.**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.



**Mill Hill Schools.** A part of the Mill Hill Education Group.



Instilling values, inspiring minds  
**millhill.org.uk**

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