



Hazelwood School

Assistant Head Groundsperson

Welcome

It is a pleasure to welcome you to Hazelwood, a leading independent Preparatory School, which continues to forge an exciting path into the future of education with dynamism, commitment and a strong sense of community.

Our pupils are at the heart of everything we do and their remarkable energy and imagination inspires every one of the School staff each day.

Our committed staff, supportive parents and experienced Governors work together to form the strong and rich tapestry of our school.

Our School

We are a flourishing, non-selective, independent co-educational Prep School for children between the ages of 4 and 13 years of age with a linked Nursery and Early Years site catering for children from approximately 9 months to 4 years.

The school is now approximately 600 strong across both sites, making it one of the largest Prep Schools in the country. Our pupils enjoy some amazing facilities, including the Baily Building which opened in September 2016, an Innovation Centre which opened in September 2018, the newly developed Outdoor Innovation Space, an all-weather Astro and a 200 seater theatre. The Prep School is set within 25 acres of countryside with far reaching views towards the Ashdown Forest and the South Downs beyond. The nearest town, Oxted, is less than one mile away and has excellent mainline rail links into London. The M25 and Gatwick Airport are also easily accessible.

Further details about the school can be found on the website: www.hazelwoodschool.co.uk.

Our Pupils

Our pupils have remarkable energy, imagination and consistently achieve incredible feats both inside the classroom and out. Academically, our pupils achieve excellent results across all key stages and secure senior school places at a vast range of schools, many pupils gaining highly competitive scholarships.

At Hazelwood, we have an unshakeable belief in the potential of every child. Whilst we play an important part in preparing our children for life, we place equal importance in them living in the present and enjoying the here and now; being part of this as educators is a privilege. We strive towards our pupils leaving Hazelwood being confident in who they are, honest about themselves, focused on what is important, resilient in all situations, able to care for and be sensitive to the needs of others and committed to their path and their community whilst retaining a sense of balance and humility.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.



Employee Benefits

- Free lunch
 - Onsite parking
 - CPD
 - Pension
 - Use of staff gym
 - Swimming pool
 - Fees discount
 - Wellbeing Hub
 - Access to the Employee Assistance programme
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Appointment of Assistant Head Groundsperson

The school wishes to appoint an Assistant Head Groundsperson who will support the Head Groundsperson in all aspects of grounds maintenance as well as supporting the schools Estates team when needed.

Whilst the Assistant Head Groundsperson will be based predominantly on the main school site, he/she will be required, from time to time, to work across the entire school estate.

The school estate has extensive sports pitches both grass and artificial, hard surface courts, lawns, shrubs, hard and soft landscaping (formal and informal), hedging and woodland.

The Assistant Head Groundsperson will report day to day to the Head Groundsman and will be part of the school's Estates Team. He/she will also have an indirect report to the school's Head of Operations and Estates Manager. The Estates Team is further made up of a Facilities Manager, Maintenance Manager, Head Groundsman, two Estates Assistants, and a Gardener.

The Estates and Grounds Team work hard to keep the schools Estates, grounds and sports facilities looking at their best and ensuring that they are safe for the children to work and play within. There is an extensive range of machinery to assist in the efficient upkeep of these areas.

Applicants should have an appropriate qualification, with a broad knowledge of sports turf/grounds management practices. This position is likely to appeal to someone who will be passionate about further enhancing their own career as well as the excellent reputation of Hazelwood School and its grounds and facilities.

This is a full-time role working 52 weeks of the year, Monday to Friday, 07:00 to 16:00 or 08:00 to 17:00 each day. The successful candidate will work across the Hazelwood School and Nursery sites.



Main responsibilities

The general responsibilities of the Assistant Head Groundsperson are:

To act as deputy when the Head Groundsman is not available

To assist the Head Groundsman in the general maintenance and tidiness of all aspects of the estate including:

- Care, health and appearance of all lawned and grass areas including leaf clearance
- Tidiness, health and pruning of all trees and shrubs, calling on external professional help if required (e.g. tree surgery)
- Cleanliness and safety of all paths particularly in inclement and icy weather conditions

To work in close cooperation with the Director of Sport, as directed by the Head Groundsman, for the seasonal preparation of and marking out of the sports pitches and to ensure that the hard courts and All-weather Astroturf pitch is kept free from debris and are presented to the highest standard as well as keeping the playing surfaces safe, clean, and tidy.

To assist in the upkeep and maintenance of the grounds' plant, equipment, and tools.

To uphold all aspects of H&S within grounds maintenance including the wearing of protective clothing and working at heights and with machinery.

To keep the Grounds shed and all other estates stores tidy and secure.

Communication lines

The Assistant Head Groundsperson will report day to day to the Head Groundsman and will be part of the school's Estates Team. They will also have an indirect report to the school's Head of Operations and Estates Manager.

The Estates Team is further made up of a Facilities Manager, Maintenance Manager, Head Groundsman, two Estates Assistants, and a Gardener.

Other duties & responsibilities

In addition, the Assistant Head Groundsperson will, as part of the Estates Team, assist, as and when required, with general tasks around the school especially at busy times of the school calendar.



Person Specification

The profile of a successful Assistant Head Groundsperson is likely to demonstrate qualities of:

- Being able to be part of a team demonstrating a flexible and adaptable approach to the working environment.
- Integrity, honesty, loyalty, and reliability.
- High standards of presentation
- An eye for detail
- A desire for personal development
- Excellent time management skills
- An effective communicator

The individual should have

- Relevant qualifications and experience in grounds maintenance (not necessarily in a school environment).
- A good understanding of requirements for a range of different sports and playing surfaces
- Basic knowledge of machinery operation and set up of tractors, tractor attachments, pedestrian and ride on mowers and various other machinery and hand tools.
- Spraying certificates PA 1, 2 and 6 (desirable).
- Chainsaw Certificates (desirable).
- A clean driving licence.
- A can-do attitude.

Application Process

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Applications

- Application forms can be found on TES
- For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted

References

- References may be taken up before being shortlisted, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Safeguarding Duties and Responsibilities

- 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. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact. This role is a teaching or teaching support role involving extensive contact with and responsibility for children.

Dates

- Closing Date: 21stth March 2025 at 23.59
- Interview Date: During the week commencing 24th March 2025
- Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.

More information

- For more information on the role, or to come and visit Hazelwood School prior to applying then please contact HR on recruitment@hazelwoodschool.com.

Hazelwood School Competencies

Building Relationships

To foster and promote positive, trusting and professional relations within and beyond the school community.

Professionalism

Shows consideration and respect for others and embraces diversity within the Hazelwood community. Demonstrates excellent professional knowledge and passion for their job role whilst maintaining high expectations of themselves and others.

Communication

The ability and drive to share and receive information (both written and verbal), seek advice and liaise with the staff, children, parents and others within the Hazelwood community.

Planning and Organisation

The ability and desire to plan and organise effectively to meet the needs of all.

Adaptability and Flexibility

To demonstrate a willingness to be open to change, to be approachable and pro-active in all aspects of your role.

Teamwork

The ability and desire to work cooperatively with others, recognising and supporting team members. Understanding that there are many varied teams within Hazelwood, involving students, staff, parents, Governors and Community constituents.

Big Picture Thinking

To be able to see the School as a whole and not just your department's perspective. To contribute to the whole School Vision by driving for the change and innovation it promotes, maintaining the highest of expectations from yourself and those around you.

Leadership

To influence and maximise the effort of others towards the achievement of our school vision and to translate this vision into reality.

