



## **Grounds Person / Gardener**

**Circa £28,000 dependent on experience**

### **The school**

St Paul's Girls' School is one of the country's leading independent, secondary day schools for girls aged 11-18 and has excellent facilities. Aspirations and achievements in many areas go well beyond what one would normally expect from a school, making St Paul's a very exciting and stimulating place in which to work. Full details of the school are available on our website at [www.spgs.org](http://www.spgs.org).

### **The department**

The site team is responsible for the day-to-day running, upkeep and maintenance of the school buildings and its grounds. Currently there are four maintenance staff, three caretakers, one part-time caretaker and two grounds staff (of which one position is vacant). The main role of the grounds team is to maintain and upkeep the sports facilities and the hard and soft landscaped areas.

St Paul's Girls' School is split over three sites: the main school site including its listed buildings, the High Mistress's house, and within easy walking distance the playing field and netball/tennis courts, swimming pool and a small residential block. The playing field has a hectare of grass and five hard tennis/four netball courts. The main autumn/winter sport is lacrosse. In the summer, the full range of athletics are catered for on the grass. The sports facilities are heavily timetabled with use by St Paul's and Bute House preparatory school, which is adjacent to the site. In addition, out of school hours and in holidays, the facilities are let out to local schools and community groups on an ad hoc basis. Groundworks therefore must work around teaching and community timetables.

### **The post**

Responsible to: Head Gardener

The post holder will be expected to work alongside the Head Gardener and also work independently. The Grounds Person/Gardener will also liaise and work with the caretaking and maintenance teams, as required.

While changeable and driven by demand/timetabling, it is expected that the breakdown on the below duties are approximately 60% sports grounds, 30% horticultural duties, 10% general site cleaning duties, 10% other duties.

Duties include but are not limited to the following:

#### Sports Grounds

- Marking and the subsequent over-marking of pitches for winter sports (usually lacrosse) and for the summer athletics programme.
- Setting out equipment required for main sports activities including nets, goalposts and any safety equipment required.
- Preparing facilities for external hirers and supervise use, if required.
- The upkeep of netball/tennis courts through routine sweeping and surface water removal.
- Maintaining 'redgra' high jump and long jump run ups by raking, brushing, and rolling.
- Cutting the grass at the field with a compact tractor, strimmer, and pedestrian mower.
- Maintaining winter pitches by spiking and sanding.
- End of season renovation work on grass pitches including turfing, over-seeding, fertilizing.
- Setting out irrigation equipment, as required.
- Chemical spraying, as required.

#### Horticultural duties.

- Maintaining the School's planted areas by pruning, weeding, mulching and watering.
- Replanting, as required, either with seasonal bedding or new shrubs.
- Minor works on trees (main works carried out by arborist/contractors).
- Mowing, scarifying, fertilizing and watering ornamental lawns at main school.
- Maintaining green roofs.

#### General site cleaning duties.

- Keeping the school sites swept, litter picked, and all external litter bins emptied.
- Clearing leaves from grass, hard areas and gutters.
- Snow clearing in inclement weather.
- Ensuring all lost property is collected from external areas.
- Keeping tennis/netball courts clean and safe.
- Pressure washing of hard areas.

#### Other duties.

- Assisting in the preparation of sporting events, and general school events taking place in the grounds.
- Assisting caretakers and maintenance staff when required.
- As part of the site team, assisting with swimming pool chlorine readings and checks (training will be given).

- As part of the site team, acting as one of the school's fire officers responding to fire and incident alarms.
- Undertaking any other reasonable duties as directed by the Head Gardener or Estate Manager.

## **Qualifications and skills.**

### Essential

- NVQ or City and Guilds Horticulture/Groundsman/Gardening qualification.
- PA1 and PA6 (or willingness to be trained)
- Experience in using a range of horticultural machinery including compact tractors.
- Sound knowledge of Health and Safety, COSHH and risk assessments and willingness to attend training, as required.
- Ability to prioritise work.
- Ability to work independently and in a small team.
- Flexible and friendly approach.

### Desirable:

- Some basic machinery maintenance knowledge.
- Experience of working in a similar environment.

## **Terms of employment**

- 40 hours per week – 8am to 5pm or 9 am to 6 pm; there may be occasions when weekend or late working is required on a time in lieu basis.
- 25 days annual leave
- Free lunches, tea and coffee.
- Contributory pension scheme.
- Salary - circa £28,000 depending on experience.
- Access to our gym and swimming pool
- Bike2Work Scheme

## **Disclosure and Barring Service (DBS) and overseas police checks**

St Paul's is a "registered body" under the Police Act 1997 because employment here involves access to children under the age of 18. This post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) before we can confirm an offer of employment. Unless you are a member of the DBS Update Service you will need to apply for a new disclosure, even if you already hold one.

Former members of staff who are not on the Update Service who re-join us also require fresh disclosures unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of 6 months or more during the past 5 years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

**Safeguarding guidelines**

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and always ensure compliance with our child protection policy statement. If, while carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children at St Paul's, s/he must report any concerns to our safeguarding designated teacher or to the High Mistress.

Visit our jobs page at [www.spgs.org/vacancies](http://www.spgs.org/vacancies) for further details. Applications must include a full CV, and be received by midday on the specified closing date.

**Closing date: Wednesday 14 April 2021**

**Interviews: TBC**