

# APPLICATION PACK

## GROUNDSKEEPER

CLOSING DATE: FRIDAY 6<sup>TH</sup> DECEMBER (MIDDAY)

INTERVIEW DATE: WEDNESDAY 11<sup>TH</sup> DECEMBER



Dear Applicant

Welcome to The Manor!

Thank you for your interest in The Manor Preparatory School. This information pack is designed to give you more information about the school and the post you are interested in and we hope that we are able to convey the qualities that make The Manor an exceptional place, not only for our pupils, but also for our fulfilled and happy staff that work hard to create the school's spirit, warmth and dynamism.

Founded in 1907 and situated in Abingdon, the Manor Preparatory School is an outstanding independent co-educational day school that welcomes boys and girls aged 2-11. The Manor has a wonderfully happy, creative atmosphere where each individual is challenged and cherished to reach their potential. Every child is encouraged to push themselves to new challenges, resulting in outstanding results academically, on the sports field, and in creative and performing arts.

In the Early Years Department, our purpose-built Pre-Nursery and Nursery gives children the best start in bright, airy facilities together with a team of enthusiastic, qualified and dedicated staff. Children in Reception, Years 1 and 2 are exposed to a stimulating and enriching curriculum supported by a team of exceptional Teachers and a full-time Teaching Assistant in each class.

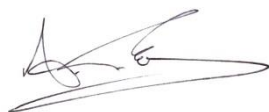
From the age of 7 to 11, the pupils in our Prep Department enjoy increased specialised teaching in a rich, warm-hearted environment where all pupils are encouraged to fulfil their potential. The school has outstanding facilities for Music, Science, ICT, Food Technology, Sport and Drama and offers an extensive range of extra-curricular activities but retains a primary school ethos, focusing on the happiness and well-being of each child.

In its latest ISI Inspection Report, The Manor was rated 'excellent' (the top grade the ISI now awards) in all respects. Each member of our staff contributes to the unique identity of The Manor, providing a network of support and teamwork which has become a characteristic of the School. Children are "challenged and cherished".

We hope that on reading our application pack, we are able to convey a sense of the school's spirit, warmth and dynamism that have made it thrive over the years. Naturally if you have any questions, please don't hesitate to contact us by email ([hr@manorprep.org](mailto:hr@manorprep.org)) or by phone (01235 858 478). You are welcome to telephone to arrange for an informal tour at any point.

May we take this opportunity to thank you for the time and thought that we recognise goes into preparing a job application.

With very best wishes



**Alastair Thomas**  
**Headmaster**

### **Non-contractual Benefits**

**Salary:** The Manor has its own salary scale. Employees' starting salary will depend on the experience and qualifications of the successful candidate. The Governors review salary scales each year to ensure they remain competitive. Annual salary is paid in 12 equal payments by bank transfer on the 30<sup>th</sup> / 31<sup>st</sup> of every month, or the last working day of the month if the 30<sup>th</sup> / 31<sup>st</sup> falls on a weekend.

**Pension:** The Manor offers the Teachers' Pension Scheme for Teaching Staff and Scottish Widows Pension Scheme for Non-Teaching Staff (6% employer contribution). Please contact HR for further information.

**Lunch, Drinks and Snacks:** Staff are provided, at no cost, with lunch, hot drinks and snacks throughout the day (term time only).

**School Fee Reduction:** Children of Teaching and Support Staff at The Manor may be eligible for a reduction on the basic tuition fees. The continuance of School fee reduction provision is at the Governors' discretion. Please contact the Bursar for further information.

**Subsidised rates:** For staff's children at Extended Day, Clubs and Manor Fun.

**Parking:** Free staff parking on site at The Manor is permitted.

**Annual Leave Entitlement:** Non-Academic staff that work throughout the year at The Manor are entitled to six weeks annual leave in addition to Bank Holidays.

**Facilities Hire:** Staff at The Manor are able to hire the School facilities including our brand new Sports Hall, for personal events. Please contact the Assistant Bursar for further information.

**Free Pension Advice:** Teaching and support staff are entitled to unlimited free Pension advice.

**One to One Counselling:** Teaching and support staff are entitled to 6 free counselling sessions with Willow Tree Counselling. This service is confidential.

**24 Hour Counselling and Legal Helpline:** Teaching and support staff are entitled to unlimited free legal advice through a 24 hour counselling helpline provided by DAS UK Group.

**Discounts:** "Fit to Run" (Sports Shop) of 10% and "Stevenson's" (School Wear) of 5%.

**Eye Tests:** Teaching and support staff at The Manor are entitled to one free eye test every two years.

**Post:** Ability to use the school franking machine for personal post which still needs to be paid for (via the "honesty pot" in the Bursary) but this is at the reduced franking costs rather than the more expensive stamps.

*The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.*

## **JOB DESCRIPTION**

### **GROUNDSCKEEPER**

**Reporting to:** The Bursar

**Job Purpose:** To undertake all grounds-related activities and to ensure the school playing fields are maintained to an excellent standard and to provide a professional impression to all visitors, parents, pupils and staff. In addition, you will support the Site Team in the upkeep of the school buildings, grounds and gardens.

#### **Main Duties and Responsibilities:**

- To maintain a professional standard, adhering to statutory and school requirements for Health & Safety, Risk Assessment and Child Protection;
- To ensure all tasks are carried out safely and effectively with due regard to Health and Safety for yourself, visitors, parents, pupils and staff;
- To operate machinery in a safe and effective manner in accordance with the operators' manuals with due regard to Health and Safety instructions and risk assessments;
- To maintain the condition and appearance of the playing fields and surrounding area to recognised standards and to the satisfaction of all users;
- To mark out the grounds for various forms of sports activities;
- To maintain the grounds at the nearby Church Farm site;
- To liaise with appropriate staff on the availability of sports facilities for lessons and matches, advising on the fitness of pitches and ensuring the pitches are ready in plenty of time for use by the appropriate staff and pupils;
- To provide onsite support for sports fixtures and to assist, when necessary with the erection and maintenance of sports equipment;
- To keep the grounds free from litter, debris and weeds and mow, water and fertilize lawns, as required;
- To keep grounds free from snow and ice by using the relevant equipment;
- To ensure the security of outbuildings where equipment is stored, locking these at appropriate times;
- To work with various different types of machinery and equipment to prepare and maintain the sports field as well as any artificial surfaces;
- To supervise contractors and other duties from time to time;
- Drive the school minibus as and when required;

- To be aware of the Health and Safety issues concerning the use of chemicals and their storage and apply chemicals when and where necessary;

### **Hours of Work**

This is a part-time role. The hours of work will be 7.30am until 12pm, Monday to Friday, totalling 22.5 hours per week.

### **Remuneration**

Salary will be dependent on skills and experience.

### **Note**

Enquiries are welcome. For an informal discussion about the role please contact Miss Katie Sillence, Human Resources Officer, either by email [hr@manorprep.org](mailto:hr@manorprep.org) or by phone on 01235 858478.

The details contained in this Job Description reflect the content of the job at the date it was prepared. It is inevitable that over time the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise this Job Description from time to time in consultation with the postholder.

## **PERSON SPECIFICATION**

### **GROUNDSCKEEPER**

#### **Skills and Abilities**

- Ability to handle a heavy, practical and outdoor workload.
- Ability to work on their own initiative.
- Excellent organisational skills.
- Excellent team player.
- Excellent rapport with young children.
- Flexible and willing to help out in other areas of the school, as required.
- Excellent interpersonal and communication skills.
- Excellent accuracy and attention to detail.

#### **Qualifications and Knowledge**

- Knowledge of preparation and maintenance of playfield pitches.
- Knowledge of the preparation and upkeep of gardens.
- Knowledge of basic DIY and a practical aptitude for general building and grounds maintenance.
- Knowledge of operating groundskeeping equipment such as tractors and power mowers.
- Knowledge and awareness of Health and Safety and a willingness to undergo appropriate training where needed.
- Experience of working in the education sector would be an advantage.
- Relevant Groundskeeper qualification or equivalent experience.
- Full UK driving licence, ideally with category D1.

#### **Personal Attributes**

- Sensitivity towards others' feelings, sense of humour, flexibility, calmness, personal warmth.
- Have a warm, friendly and welcoming approach.
- Ability to understand and demonstrate a commitment to equality and diversity.
- A professional and approachable manner.
- An appreciation of the need for discretion and confidentiality is essential.
- Confident in own decision making and working on own initiative.
- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.

#### **Safeguarding**

- A knowledge and keen awareness of matters surrounding the Safeguarding of Children and an ability to demonstrate personal values and beliefs in accordance with the School's Safeguarding Policy.
- An Enhanced DBS Disclosure is required for this position.
- Has a strong appreciation of child protection issues and has the capacity to act in accordance with the school's Safeguarding policy.



### How to apply

Before applying for this position, candidates should read our Safeguarding Children Policy, available on the policies section of our website (<http://www.manorprep.org/about-our-school/policies/>). Please also refer to the website for further information about the school.

Applicants should send a Letter of Application and the signed completed Application Form by 12pm midday on Friday 6th December to:

HR Department  
The Manor Preparatory School  
Faringdon Road  
Abingdon  
OX13 6LN  
Tel: 01235 858478  
e-mail: [hr@manorprep.org](mailto:hr@manorprep.org)

***Please note that we will require a signed copy of the Application Form returned to The Manor.***

Information provided will be administered under the school's Data Protection Policy.

*The Manor Preparatory School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced Disclosure from the Disclosure and Barring Service. We are an equal opportunities employer who welcomes applications from all sections of the community.*



## **Application and Recruitment Process ⑩ Explanatory Note**

### **Application Form**

- Applications will only be accepted from candidates completing the enclosed application form in full. CV's will not be accepted in substitution for completed application forms in the absence of good reason. They may, however, be submitted in addition to the application form.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared, even if the candidate believes they have been deleted from police records.
- The successful applicant will be required to complete an Enhanced DBS Disclosure. For further information, contact the Disclosure and Barring Service – [www.disclosuresdbs.co.uk](http://www.disclosuresdbs.co.uk)
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. The employer may answer 'not applicable' if your duties have not brought you into contact with children or young persons. The school may contact any of your previous places of work, whether or not they have been named in connection with a referee.
- You 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 Department for Education.



## **Invitation to Interview**

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children. Interviews for teaching posts will normally consist of two rounds: short-listed candidates are invited to a first round. A selection of these candidates will then be asked to return for second round, which will include a lesson observation and a tour of the school.

## **What to bring to the Interview**

### **1. Eligibility to work in the UK Documents:**

Please ensure that you pass your proof of eligibility to work in the UK to the interviewer at your interview.

#### **British Citizen;**

- Passport showing that the holder is a British citizen.

#### **OR**

- A Full UK Birth Certificate or birth certificate issued in the Channel Islands, Isle of Man or Ireland along with either a P45 or P60 or a wage slip that is printed.

#### **Citizens from the EU/EEA;**

Do not require work permits or Sponsorship and have complete freedom to live and work in the UK - see countries below:

1. Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, Netherlands, Portugal, Spain, Sweden, UK and also Switzerland, Norway, Liechtenstein and Iceland
2. Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia

#### **The following A2 Countries do require Accession Worker Card**

Bulgarian or Romanian Nationals (Blue, Purple or Yellow)

#### **All non EU/EEA Citizen require one of the following documents:**

- Ancestral Visa
- Family Reunion Visa
- Shortage Occupations (Tier) 2
- Spousal Visa
- Married to a UK Citizen
- Partner/married to holder of Sponsorship
- Student Visa – Tier 4
- Tier 5
- Youth Mobility
- Indefinite leave to Remain in the UK (Permanent Residence)
- Settlement
- Refugee

## **2. DBS Documents:**

We routinely verify qualifications where they are a mandatory requirement for the post and undertake enhanced Disclosure and Barring List checks on all staff who have contact with children or vulnerable adults.

Unless you are able to provide details of a portable DBS Certificate for checking by the school then you will be required to undergo a DBS check at The Manor.

The appropriate documents should be presented at interview and they will be photocopied and verified at this stage.

Should you not be successful in securing the position you are interviewing for, these copied documents will be securely destroyed. N.B. (Photocopies are not acceptable).

## **3. Professional Qualification and Membership**

If the position you are applying for requires a mandatory professional qualification you will need to produce your qualification and proof of professional membership at interview.

### **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon

- verification of identity and qualifications
- verification of right to work in the UK
- a check against the Children's Barred List and the Adults' Barred List
- a satisfactory Enhanced Disclosure and Barring Service check
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- receipt of at least two satisfactory references
- verification of professional status such as GTC registration, QTS Status (where required), NPQH
- a signed declaration of medical fitness to work with children
- completion of an Declaration of Disqualification
- satisfactory completion of the probationary period
- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

### **WARNING**

Where a candidate is:

- found to be on Children's Barred List, Adults' Barred List or the Protection of Children Act List; or
- the Enhanced DBS disclosure shows s/he has been disqualified from working with children by a Court; or



**The Manor**  
Preparatory School

- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children, the facts will be reported to the Police and/or the Department for Education and the ISA.