

Candidate Information Pack
Appointment of Groundsperson
Full Time, Permanent
Start Date negotiable



Front View of Main School Building

Sir William Perkins's School
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New Sixth Form Centre opened Summer 2016

Working at Sir William Perkins's School

Sir William Perkins's School is a high-performing independent girl's school for approximately 600 students aged 11 – 18 years. The Head is both a member of HMC and GSA. It was founded in 1725 and is now on an attractive 12 acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very near to the junction of the M3 and M25.

The School has excellent facilities, having benefited from an extensive and ongoing building and refurbishment programme including a new staff room and kitchen and refurbished staff work room in autumn 2017. New Sixth Form centre, Drama Studio and Careers centre which opened in summer 2016 and a building walk through is available at <https://www.youtube.com/watch?v=PQJ-ZtNAzdo>. Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI regulatory compliance inspection in September 2016 recorded that all eight parts of the standard were met and our report in the Good Schools Guide 2016 describes our "Excellent Results achieved with a big dollop of humour, humanity and freedom of thought".

The November 2010 Inspection report said of the School community: "The quality of the pupils' personal development is excellent. This is central to the School's aims and is reflected in the happy, caring, respectful relationships and strong sense of community awareness that are prevalent throughout the school." They also commented that, "Teachers possess strong subject knowledge and they have high expectations for pupils' success. Praise and encouragement are used effectively and this adds to pupils' enjoyment" as well as declaring, "Pupils demonstrate excellent social awareness and they grow up to be poised, confident and articulate young women".

Further information about the School and our most recent inspection report can be accessed at www.swps.org.uk



Atrium opened Summer 2016

Aims of the School

Our shared vision is:

Sir William Perkins's School builds confidence, integrity and excellence in a caring, innovative and happy community so that each student leaves having been given the best possible chance of achieving their full potential, taking with them sound values, a breadth of skills and knowledge, and ready to take on the world!

Academic success is our priority but education should be about far more than just top grades. We believe in educating the whole person and equipping our students to make their mark on the world. We encourage them to get involved in the many co-curricular activities on offer, to take every opportunity to develop their interests and creativity, their interpersonal, teamwork and leadership skills, to be forward-thinking, and to reach into the wider community.

Aims of the School

The purpose of the school is to provide an excellent all round education for its students.

The aims are:

To maintain high academic standards.

To encourage the enjoyment of learning and good habits of work.

To help each student

- to develop fully as an individual
- to cultivate creative and practical skills
- to gain the qualifications they need to embark on their chosen career
- to grow in confidence
- to think independently
- to be a responsible, unselfish member of the community

Why work at Sir William Perkins's School?

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The governors are keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding teachers.



The Position

We are seeking a Groundsperson to join our Estates Team at the School. The Estates team is responsible for keeping the School land and buildings running safely and efficiently on a day to day basis. We are looking for a dedicated and responsible individual who can be relied upon to have integrity and be punctual and professional at all times. Being able to work in a team is essential, but the role also requires the ability to work independently for parts of the day, with little or no supervision. The candidate will have a background in ground keeping and maintenance.

During busy periods the Groundsperson will be required to undertake some site supervision/portaging tasks as directed by their Line Manager, the Estates Manager. This post is 35 hours per week from 7.00am – 3.00pm.

The Estates department is extremely busy with day to day running of the school, maintenance and set-up for events. As part of the Estates team the Groundsperson will predominantly be responsible for ensuring that the external face of the school reflects its professional approach to education. The Groundsperson will work as part of the Estates team under direction of the Estates Manager.

The role will be responsible for the up-keep and maintenance of all grounds, pitches, courts and gardens; they will maintain service records of all grounds machinery and ensure that this machinery is serviceable at all times. They will also work closely with the PE department ensuring pitches and courts are serviced and set for each season. The successful applicant will need a degree of flexibility as some overtime will be required, as well as some weekend work and assisting the site supervision staff when directed to do so by the Estates Manager. The role will not receive paid overtime but time off in lieu can be taken, with the prior agreement of the role's Line manager.

Sir William Perkins's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be expected to complete an enhanced DBS disclosure.

Groundsperson – Person Specification

Qualifications and Experience

- NVQ or City and Guilds Certificate in the use of horticultural or grounds keeping machinery an advantage.
- Demonstrable experience working within grounds maintenance, in particular sports pitches.
- Experience of dealing with a range of gardening equipment (and the upkeep thereof), including ride-on and pedestrian lawnmowers, strimmers, hedge cutters, brush cutters and air blowers.
- Full clean driving license.
- It would be desirable if the candidate had some or all of the following listed certificates: spray course, COSHH, Working at Height, Manual Handling. However if they do not then training will be given.

Knowledge, skills and abilities

- Skills and/or experience relevant to Grounds/Pitch maintenance.
- Knowledge and understanding of current health and safety regulations.
- Ability to work with external contractors to complete works on site.
- Ability to undertake administration tasks such as ordering and record keeping to ensure we are compliant with Health and Safety, PAT testing and servicing of all machinery, equipment and tools.
- Ability to demonstrate organisational skills and able to work to predetermined instructions when required.
- Ability to work as part of a team and independently depending on the work requirement.

Personal

- Trustworthy and able to demonstrate integrity in their actions
- Good team-worker but also able to work without direct supervision to achieve their responsibilities
- Able to communicate confidently, easily and effectively with both young people and adults attending the School grounds.
- Reliable with a can do attitude
- Kind and with a good sense of humour.
- Able to work on own initiative to carry out set tasks and ask questions if unsure.
- Able to come up with sensible suggestions to approach tasks to meet the end goal.

Groundsperson - Job Description

Accountable to: Estates & Facilities Manager (who reports to School Business Director)

The role encompasses all aspects of grounds maintenance duties including sports turf, hard surface and ornamental areas. The successful candidate will be able to undertake a wide variety of tasks in a cost effective and efficient way in line with Health and Safety requirements and meeting all safeguarding requirements. This role interfaces with the Estates Team, the Bursary, the students, teaching and support staff and the Leadership and Senior Leadership team.

Groundsperson responsibilities are:

- To be responsible for the preparation, maintenance and development of the sports grounds and facilities, including but not limited to: grass cutting, forestry and clearing.
- To undertake multi-disciplined maintenance duties to a high standard using the appropriate tools, equipment and machinery.
- To undertake record keeping to ensure that all machinery in use has up to date servicing history, valid certificates and PAT testing as required
- To carry out planned preventative and reactive maintenance on a variety of different landscapes and buildings.
- To maintain areas such as pathways, roadways, car parks and drainage ditches.
- To undertake rubbish collection and litter activities to maintain the whole site to a high standard.
- To drive the Estates vehicle where requested by the Estates Manager.
- To undertake painting activities on site whether in maintenance of the sports areas or other areas of the School.
- To undertake relevant Health and Safety and machinery training in line with the activities required for the position
- To undertake any other reasonable duties as may be deemed necessary by the Estates Manager.
- Being committed to the safeguarding of children and young people.

Salary and Benefits

We are a friendly, exciting and supportive place to work and we hope that you will want to join us. The school offers an attractive range of benefits as outlined below:

- Competitive Salary which recognises the qualifications, skills and experience of the candidate. The School has its own salary scale.
- Teachers' Pension Scheme for teaching staff and membership of group personal pension scheme (with life assurance) for non-teaching staff.
- Learning and development opportunities including financial support for postgraduate study
- 174 Teaching Days plus 4 INSET days per year.
- Defined process to apply for teaching salary thresholds.
- Initial teaching training through HMC/University of Buckingham and NQT induction programme both include reduced timetable and weekly mentor support
- New Staff Room and kitchen and fully refurbished staff workroom for Autumn 2017
- Free lunches, tea and coffee and car parking on site
- Edenred childcare voucher scheme and family advice line
- Enhanced sickness and family friendly policies
- Free use of School Gym at specified times
- On site Fitness sessions for a small fee.
- Strong tradition of on-going financial investment and development
- Opportunities to travel the world through domestic and international trips and tours.
- Library facilities open to all
- Offers scholarships and bursaries as a registered charity from our own school fund
- Christmas closure
- Staff Social Committee
- Warm welcome and an excellent staff room



New Staff Room and Kitchen Autumn 2017



Refurbished Staff Workroom Autumn 2017

Application

Letters of application and completed application form including the details of two referees should be sent to the Head, Mr C C Muller or by email to Mrs H Wood, HR Advisor recruitment@swps.org.uk, to arrive no later than Monday 04 December 2017 at 1pm.

Applications will be considered on arrival and the School reserves the right to interview and appoint before the closing date.

Location

Full Details are available at <http://www.swps.org.uk/Location>

By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school.

By Rail

Chertsey Train Station is a five minute walk away from the school.



Sir William Perkins's School Boat Club opened Spring 2016