

ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A GROUNDSMAN

Welcome to St Mary's School Ascot



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress



The Vision and Ethos of our School

The school's Vision is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's Ethos to realise this Vision is:

- **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- **Developing** in each pupil a love of learning and independent thought through a rigorous academic education.
- **Promoting** a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- **Encouraging** each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- **Fostering** a partnership between parents, school and the wider community.
- **Inspiring** in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- **Following** in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.



Our Key Features

The Board of Governors defines the school through five features:

A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

A girls' school. St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

A full boarding school. Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

A relatively small school. We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

An academic school. St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



About The School

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk



About The Role

St Mary's is looking to appoint a full-time Groundsman for an immediate start.

We are seeking to recruit an experienced Groundsman who will play a vital role in maintaining the school grounds, contributing to the overall aesthetic appeal and functionality of our outdoor spaces.

St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

The school seeks an enthusiastic and hardworking team player willing to join a busy Estates department. The successful candidate will have previous experience in groundskeeping or a related field. They will have good knowledge of horticultural practices, landscaping and sports field maintenance. They will have the ability to operate and maintain groundskeeping equipment. They will have a conscientious approach to all tasks. The Groundsman will be self-motivated, willing to be flexible and adapting to changing schedules as may be required. We are seeking an individual with physical fitness and ability to perform intensive manual tasks in an outdoor environment and working in various weather conditions.

Responsibilities

The main responsibilities and duties of the post will vary depending on the time of day, day of the week and operation of the school (term time or holidays). The role is physically demanding and requires some heavy lifting and manual handling. The main responsibilities and duties of the post will generally include but are not limited to the following:

- Conduct routine maintenance of lawns, gardens and outdoor sports facilities;
- Carry out landscaping tasks such as planting, mowing, scarifying and aeration, pruning and weeding and marking out for sports activities;
- Ensure proper care and maintenance of flower beds, trees, shrubs, hedges, fences, pathways, and ditches throughout the school grounds;
- Maintain sports facilities both grass and artificial ensuring they are in optimal condition for various activities;
- Monitor and address any issues with outdoor sports facilities promptly and safely following the established reporting procedures;
- Operate and proactively maintain all groundskeeping equipment such as lawnmowers, trimmers, tractors and leaf blowers;
- Ensure all equipment is used safely and efficiently, conducting regular checks for maintenance needs;
- Implement seasonal preparations including snow removal, leaf clearance and gritting as required;
- Participate in planning and executing seasonal changes to enhance the aesthetic appeal of the school grounds;
- Adhere to health and safety guidelines in all groundskeeping activities;
- Identify and address potential safety hazards on the school grounds;
- Flexibility to work on weekends, early mornings and late evenings as required;
- Work alongside the maintenance team to carry out several non-grounds duties such as undertaking carparking duties for any events/meetings;
- Help set up logistics for exams, events and any other furniture and equipment movement as requested from all departments within the school;
- Help moving pupils' trunks and belonging both within the school and into and from parents' cars at the start and end of each term;
- Any other reasonable requests/duties which may be required by the Estates Manager and Senior Management at St Mary's.

Health and Safety training will be provided with the opportunity to advance professional qualification if appropriate to the position following a year's employment. PPE is provided along with appropriate clothing to carryout the duties in all weather conditions.

Working at St Mary's

A Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full Time/Part Time. This is a full time, all year round appointment.

Accommodation. This is not a residential post.

Working Days and Hours. This is a full-time appointment based on a 5 out of 7 day working week and a minimum of 42.5 hours per week. The incumbent is expected to be flexible in their attitude to hours of work. Core working hours are from 8am until 4.15pm with a 25 minute tea break and a 45 minute lunch break. There will be flexibility in the working hours in order to cover weekends.

Compulsory Additional Working Days. All staff are required to work on the Open Day – a Saturday in June or July and on the Confirmation Day – a Saturday currently during the summer term.

Salary. £28,790 per annum.

Holidays. The Groundsman will be entitled to 33 days holiday which are inclusive of public holidays that fall during the school holiday periods. The Groundsman is to take the holiday during the school holidays avoiding INSET days. Public holidays occurring during term time are regarded as working days. All staff are required to reserve 3 days holiday for the Christmas period.

Probationary Period. The first three months of employment will be a probationary period during which the notice period for both the job holder and the school is one week. The school reserves the right to extend this probationary period by a further 3 months.

Notice period. On successful completion of the probationary period, the notice period for both the job holder and the school will be one month.

Pension. The successful candidate will be automatically enrolled in the Workplace Pension Scheme provided by The People's Pension.

How to Apply

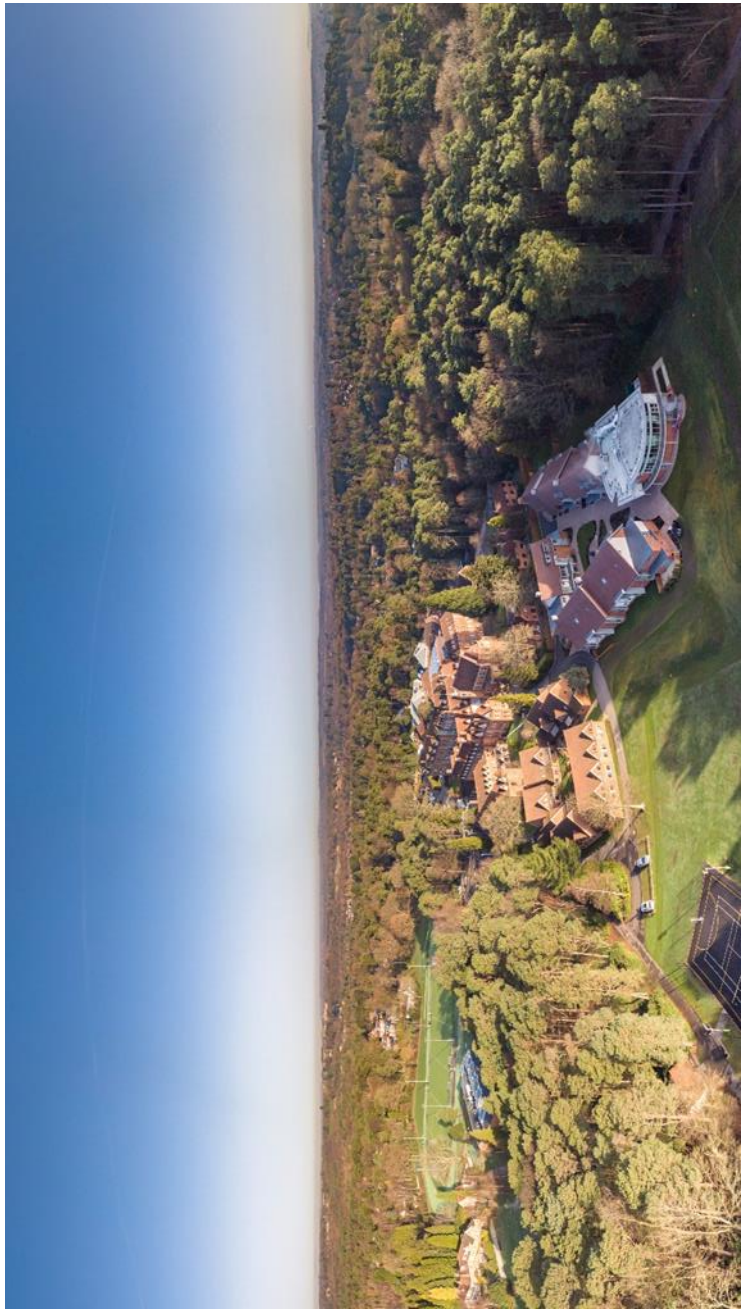
Please complete the online application form selecting Groundsman from the drop-down menu.
https://www.st-marys-ascot.co.uk/recruitmentapplicationform/

A short letter of application addressed to the Bursar, Mr. Giles Brand, should be included with your application form. Closing date **Thursday 3 December 2026**. Applications will be considered upon receipt.

We reserve the right to interview suitable candidates before the closing date or to close the vacancy prior to closing date if deemed appropriate. Interested applicants are advised to submit their application as early as possible to avoid missing your opportunity to apply. **Applicants must have a valid right to work in the UK.**

St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service (DBS) and social media checks.

How to Apply





ST MARY'S SCHOOL ASCOT

ST MARY'S ROAD, ASCOT, BERKSHIRE, SL5 9JF
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