



MANOR  

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HOUSE

B O O K H A M

EST. 1920

Groundsman/Gardener

*'To Love is to Live.'*



## **Safeguarding**

Manor House School is committed to safeguarding the welfare of children and young people for which all staff share responsibility. We have an extensive policy regarding safer recruitment practices which ensures those unsuitable for working with children are identified at the initial stages. All staff in regulated activity with pupils are subject to the standard pre-employment checks including an enhanced DBS check. Volunteers and visitors are also subject to identity checks.

All staff have a responsibility for safeguarding the students with regular training and updates when required.

You may be liable to prosecution if you are found to be included in the Disclosure and Barring Service's/ Disclosure Scotland's or on the Children's Barred List and engage, seek or offer to engage, in work which either involves contact with children or any opportunity for contact with children.

## **Diversity and Inclusion**

Manor House School is passionately committed to promoting and supporting a diverse and inclusive community of staff and students.

We seek to offer fair and inclusive interview and employment policies and arrangements that avoid bias and support all applicants and staff equally.



Dear Applicant

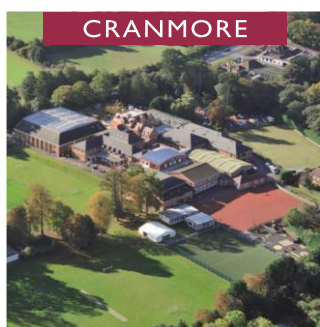
Thank you for taking the time to consider applying for the role of Groundsman and Gardener at Manor House School.

I hope that after reading the enclosed information you will be excited and encouraged to join our support staff.

Manor House School is based in Bookham, near Leatherhead in Surrey and set amidst the grounds. We have a strong and experienced body of staff who are willing to work hard to ensure positive learning experiences for our students and very supportive parents.

I very much hope that after your initial investigations, you can see that this role will provide the right candidate with a significant career opportunity, and I trust that you are encouraged to apply.

Ms Tracey Fantham  
Headteacher





## About Us

Manor House School is nestled in seventeen acres of magical gardens, woodlands and sports fields that makes our beautiful school a very special place to learn and grow. The magnificent country house is brought alive by the creative and positive energy of the pupils who choose to learn here.

We are a selective independent school for ages 2-16 years (with boys from Nursery to Year 2), located in the village of Little Bookham, Surrey. We are part of the Effingham Schools Trust, working in partnership with the neighbouring schools of St Teresa's and Cranmore, delivering all the advantages of both single

sex and co-education to girls and boys. We are members of the Girls Schools Association (GSA) and have an on-site Nursery, Prep School (Lower and Upper) and Senior School.

Manor House School is easily accessible from Leatherhead, Ashted, East and West Horsley, Cobham, Guildford, Dorking, Horsham, Epsom and the surrounding Surrey villages. A comprehensive and efficient school bus service transports pupils to and from various locations in the mornings and afternoons from as far Southwest as the historic town of Guildford through to Wimbledon and London connections to the North.

Our vision is to always ensure that pupils leave Manor House School with the confidence to pursue their dreams and ambitions, with qualities that ensure integrity and kindness and with experiences that foster a better understanding of democratic ideals and responsible citizenship.

# Manor House Package and Benefits

**Salary:** Competitive Salary reflecting qualifications and experience.

Pension scheme available to all eligible.

**Location:** Manor House School, Bookham, Manor House Lane Little Bookham, Leatherhead, Surrey, KT23 4EN

**Hours of Work:** 40 hours per week

**Start date:** ASAP

**Benefits at Manor House School include:**

- access to great support and facilities including an iPad to support teaching and learning
- enthusiastic and intelligent pupils who enjoy learning
- excellent standards of classroom behaviour in a small, safe environment
- well-resourced professional development programme
- cross collaboration and professional development across the Trust
- access to our tennis courts and outdoor pool
- well-being programme including access to a 24-hour employee assistance programme
- complimentary lunch in the staff dining area with tea and biscuits at 4pm
- reduction of fees for own children attending Manor House or other Schools within the Trust as agreed by the Headteacher
- Tea and coffee throughout the day
- Access to counselling/employee assistance programme

# Groundsman/Gardener

## The Role

The core purpose of the Gardener and Groundsman is to maintain and develop alongside the Facilities team, the seventeen acres of gardens at Manor House School. You will also support the facilities team in the general day to day activities and tasks and contribute to the school's development. It is recognised that it is impossible to specify all the ways in which this contribution may be made, but the following is a guide to what is expected:

## Main Responsibilities

- Assist the Groundsman with the maintenance of lawns using appropriate equipment including but not limited to lawnmowers, strimmers, edging tools and scarifiers. Training must be requested and provided before use of equipment not within the jobholder's experience or knowledge.
- Assist the facilities team with their daily task list and any other projects requested.
- Be responsible for maintenance of registers and other documentation pertaining to health and Safety and COSHH regulations. To undertake necessary training to achieve and/or maintain mandatory qualifications.
- The bringing on and (when necessary) planting out of bedding and watering of plants, hanging baskets and tubs.
- Maintenance and pruning of hedges and fruit trees.
- Maintenance of herbaceous borders, weeding and digging of borders.
- Assist with keeping paths, walkways, steps, fire escapes and entrance roads clear of leaves, other vegetable matter, ice, snow and excess rainfall.
- Keeping the greenhouse and equipment in good order.
- The application of herbicides, pesticides and fertilisers to paths and borders, lawns and any other areas, taking due regard of all safety advice.
- Collection of materials, plants etc. using school transport (e.g. school minibus).
- Driving of school minibus with pupils e.g. to a local station or trips out
- Standing in for the groundsman when he is on leave or away.
- Be flexible and assist other team members with the smooth running of the school, e.g. the moving of furniture and other heavy objects, setting out and clearing away for events, car parking duty during events.
- Assisting with swimming pool maintenance if required.
- Ensure that the site is kept free of litter and debris.
- Advise the Facilities Manager on development of new planting schemes and other initiatives to make the site more attractive.
- Carry out basic maintenance to machinery, tools and equipment and ensure specialist annual maintenance is carried out as required. To be responsible for their security and safe operation, particularly with regard to pupils on site.
- Draw to the attention of the Facilities Manager any items of repair and maintenance that require contractors to be engaged, or any health and safety issues that require urgent or immediate attention.

- Provide additional support at events such as Open Days (including Saturday Open Morning), Prize Giving, Sports Days, School concerts/productions, parent picnics, Christmas Fayre etc. as required, which may include moving furniture, heavy objects and equipment. To be prepared to attend outside normal working hours, with reasonable notice for which overtime will be paid.
- Compulsory attendance at the Bookham open gardens or any other Manor House School garden event.
- Understand and put into practice school policies i.e. Health and Safety
- Provide the Housekeeper with logs for the fireplaces in the Main House.
- Maintenance and cleaning of the pond.
- Maintain, repair and replace if needed, fencing around the school.

## Application Process

**Closing date for applications is Thursday 4 June at 9am.**

**Manor House School reserves the right to interview and appoint suitable candidates before this date.**

Please submit your application via

Ms T Rostron

(HR and Compliance Officer)

Manor House School

Manor House Lane

Bookham

Surrey

KT24 4EN

If you have any further queries, please contact Ms T Rostron via the following email:  
[TRostron@manorhouseschool.org](mailto:TRostron@manorhouseschool.org)

For any other enquiries please contact our main office on 01372 458538 or visit  
[www.manorhouseschool.org](http://www.manorhouseschool.org)