

Engage

Inspire

Challenge



Groundsperson

Required to start Summer Term 2019

The School

Davenies is a thriving IAPS day school for boys aged 4-13. Our ethos and philosophy enable the boys to make the most of their preparatory years, supported by high quality pastoral care, a broad and stimulating curriculum and numerous extra-curricular opportunities.

Davenies has its own distinct character and from their earliest years children are encouraged to relish the learning experience.

We are committed to an education both in and out of the classroom, thereby enabling the academic, artistic, musical, creative and physical potential of each child to flourish. This school is a warm, caring and happy one, where self-esteem is nurtured and grown; we believe that by fostering a wide range of interests and passions we provide the boys with every opportunity to develop in confidence. Our high quality teachers have an excellent track record of preparing children for life at the country's leading senior schools and beyond.

Enterprises such as the unique Davenies Award Scheme and the permeation of technology in our teaching and learning ensure we offer a truly independent educational experience.

At Davenies, our outstanding facilities support us in providing a positive learning experience with our own language of learning that nurtures each boy's understanding of how he learns. Davenies' boys are polite and friendly with their own individual characters, personalities, passions and interests.

Aims of the School

Davenies' vision is to engage, inspire and challenge.

Davenies' mission is to ensure that every boy experiences a breadth of educational opportunities, encouraging and cultivating a lifelong eagerness for learning, whether academic, creative, artistic or sporting. We encourage the boys to discover their own passions and talent, to develop determination and resilience, to reach their potential, and to become mindful and thoughtful individuals, with a strong sense of service, responsibility and community.

Davenies' aims are:

- To offer academic excellence alongside an extensive educational experience
- To deliver contemporary and highly skilled teaching approaches whilst embracing traditional values
- To provide a vibrant, caring and inclusive environment to which all boys contribute and within which they thrive

Fundamental to this is our understanding of boys and how we approach their learning, whilst never losing sight of each boy as an individual.

Davenies' ethos underpins our vision to engage, inspire and challenge:

- By engaging, we develop curious, reflective and enthusiastic thinkers
- With inspiration, we nurture motivated and ambitious learners
- Through challenge, we cultivate courageous and determined characters

Davenies' spirit provides the stepping stones that develop courteous, confident, thoughtful and independent young men, and supports our school's motto, singulus pro fraternitate laborans – each striving for the good of all.

The Appointment



Groundsperson

We are currently recruiting for a Groundsperson who, working in conjunction with the existing members of the Site Team, will undertake a variety of tasks both inside and outside to support the day-to-day operation of the School with particular emphasis on preparing sports pitches for rugby, football, cricket and athletics. This is a full-time, permanent, year-round position commencing as soon as possible, once all required recruitment checks have been carried out satisfactorily.

The Groundsperson will be appointed by the Bursar but will report on a day-to-day basis to the Facilities Manager as a member of the Site Maintenance Team.

A Probationary Period of 3 months shall apply to this role.

Salary & Benefits

This role is assigned to the Support Staff Pay Group and the salary will be up to £25,000 per annum dependent upon qualifications and experience. In addition the position offers:-

- 25 days paid annual leave
- Membership of Group Life Pension after 3 months: 5% employer contribution subject to 3% personal contribution
- Death in Service Benefit
- Personal Accident & Emergency Dental Cover
- Access to healthcare helpline and counselling services
- Complementary school lunches (term-time only) and refreshments
- Davenies branded uniform



The Groundsperson's role is to provide practical support for the day-to-day operation of the School with particular emphasis on preparing sports pitches for rugby, football, cricket and athletics. The Facilities Manager will direct tasking on a daily/weekly basis according to the school's calendar and holiday activity programme.

The Groundsperson will work 45 hours per week during term time (40 hours per week during school holiday periods) inclusive of one hour's worth of breaks each day and at such further times and for such periods as are necessary for the proper performance of duties. The hours worked will be based around a normal school day from 8:00am to 5:00pm but start and finish times will be seasonal so some flexibility will be required.

Whilst the job is based at Davenies School in Beaconsfield, sports pitches are also maintained locally at St Mary's School.

Key Responsibilities

- Preparation of grass sports pitches including mowing, measuring and marking
- Maintenance of the Astroturf (Tiger Turf)
- Weed/bramble control throughout the site
- Mowing the lawns
- Maintenance of shrubs, hedges and small trees
- Leaf clearance
- Composting
- Keeping the Grounds Maintenance Compound and sheds in good order and storing all grounds equipment and machinery safely and securely

General Duties and Responsibilities

- Ice and snow clearance, and gritting (as necessary)
- Clearing and tidying of paths and hard surfaces onsite and within the Loop; including jet washing hard standings
- Litter picking
- Maintaining fences and gates in good order
- Security checks including unlocking and locking the school buildings
- Provide practical support to meet the requirements of regular school activities, matches, special events and community users/lettings; including assisting preparation of rooms for school events and functions
- Undertake general maintenance tasks to ensure that the buildings, specific spaces and grounds are maintained to the highest standard

Health and Safety

- Support the Facilities Manager by following safe systems of work and risk assessment within the Site Maintenance Team and monitoring personal exposure to high risk hazards including vibration, noise and manual handling.
- Maintain the COSHH register for maintenance items and undertake regular checks that regulated substances are being stored and used in accordance with extant guidelines.

- Ensure all maintenance work is carried out using appropriate equipment and PPE in accordance with the School's Health and Safety Policy, especially in connection with the use of hazardous substances.
- Ensure that all maintenance contractors are aware of and observe site health and safety regulations through SAFE START, have evidence of valid DBS checks (where necessary) and that all relevant documentation and procedures are in place, such as permit to work, method statements, risk assessments, etc.

Through on the job training the Groundsperson will become familiar with Health and Safety in the Workplace, risk assessments, using and maintaining machinery safely, manual handling and forward maintenance planning.

Undertake any other tasks identified by the Facilities Manager or Bursar within the general scope of responsibility.



All staff are expected to demonstrate individual responsibility to safeguard and promote the wellbeing of children and young people within the context of their role.

Grounds Maintenance Person Person Specification

Skills, Competences and Qualities

The candidate must be able to demonstrate working knowledge and experience in the following areas:

- English and Maths GCSE
- Safe working practices, health & safety and risk assessments
- Ability to work independently and under their own initiative
- Full driving licence
- Experience of Grounds Maintenance work within an educational or sporting sector would be an advantage

Desirable Skills and Experience

The candidate must be able to work within a small team and communicate well with teaching and support staff, parents, pupils and contractors on behalf of the School. They must demonstrate a caring and understanding attitude towards both colleagues and pupils.

- Actively enjoy working with children, and be able to form and maintain appropriate relationships and personal boundaries with them.
- Possess good time management and able to prioritise competing demands effectively and diplomatically.
- Have a sense of humour and be approachable, accommodating and patient.
- Be resilient, forward-thinking and proactive.
- Be able to organise their own workload whilst remaining flexible in their response to the School's changing needs.
- Be professional in their appearance, conduct and time keeping.
- Be able to follow safe working practices and protocols conscientiously.
- Encourage an atmosphere of mutual respect when dealing with boys, staff and parents.
- Have strong team working and inter-personal skills.

Training

- Training on use of particular machinery and equipment will be given as and when necessary.
- The successful candidate will be required to complete child protection training online (arranged by the school) before they commence the role, where they have not already received training in the past two years.

Personal Qualities

The Site Maintenance Assistant will be:

- A motivated team player
- Hardworking and flexible
- Reliable and punctual



Facilities

Centred around a Grade II Listed Farmhouse, the school comprises a mix of adapted traditional and purpose-built modern buildings, with the latest, the RIBA award-winning Jubilee Building housing the Pre-Prep and Junior School, having been completed in September 2015. Hidden within 8 acres of grounds in the centre of Beaconsfield, the School boasts a Performing Arts and Sports Complex including a 20m swimming pool, an Astroturf, Sports Pitches and numerous play areas.



Staff

Davenies has over 80 employees consisting of full and part time qualified teachers and teaching support staff (including technicians), and supported by a team of office staff, a site team led by the Facilities Manager, and a dedicated School Nurse. Catering, cleaning and IT support are outsourced, with external contract staff working alongside the School to provide term-time services. In addition, the School hosts a range of visiting music, LAMDA and extra-curricular activity tutors.

How to Apply

To apply for this position, please submit a Davenies' Support Staff Application Form with a cover letter for the attention of the Bursar. Applications should be sent via email to Mrs Katy Reed (admin@davenies.co.uk), HR & Compliance Officer, or by post.

The selection process will include an interview with a panel of at least two senior members of staff, and other selection techniques will include a practical activity, interaction with prospective colleagues, and a tour of the School.



Safeguarding

Child Protection is always a top priority at Davenies. Davenies is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people whilst offering a supportive working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

Child protection screening applies to all staff appointments within the school, including Enhanced DBS Certificate, Barred Lists check, and checks against the Teacher and Management Prohibition Lists. For further information, please read the School's *Child Protection Policy* and *Recruitment Policy and Procedure* which are available on the School's [website](#).