



SHERBORNE BOYS

Sherborne School (SS) is a boys' independent school situated in the shadow of Sherborne Abbey. Founded by Royal Charter in 1550, the school has roots going back to the origins of the See of Sherborne in 705. There are eight boarding houses accommodating a total of about 600 boys (aged 13-18).

JOB DESCRIPTION

Sherborne School Recruitment and Selection Policy Statement

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

Job Title:	Grounds Person
Location:	Estates Department, Sherborne School, but you may be required on occasion to work across other group sites to support business needs
Reporting to:	Head Groundsman and Deputy Head Groundsman
Hours of Work:	40 hours per week. Core working hours are generally Monday to Friday, 8.00am – 4.30pm (less 30 minutes unpaid lunch break each day). You will be required to work additional hours outside of these core hours, both during the week and weekend, to support sports fixtures, commercial bookings and major School events such as the Commemoration weekend. These hours may fall during the week and at weekends.
Salary:	£25,480.00 – £27,164.80 per annum depending on skills and experience. Salaries are paid on the last banking day of the month, direct into a nominated bank account.
Holidays:	5 weeks paid holiday per year plus bank holidays. You will be required to work on any Bank Holidays during term time when the School is working, for which you will be given a day off in lieu. Attendance will be required at annual School Commemoration events. Holiday only to be taken following prior authorisation from the Head Grounds Person, taking account of Sherborne School Group busy periods.

Pension:	The postholder will be able to join the Sherborne School Support Staff Pension Scheme. Where eligible the post-holder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).
Probationary Period:	In accordance with School policy, all appointments are subject to a six-month probationary period.
Medical Self Declaration:	The offer of appointment at Sherborne School will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the role.
DBS Disclosure (Police Check)/ References:	As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.
Postholder's Responsibility:	You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

Main Purpose:

Working as part of the Grounds Team, to assist with the maintenance, preparation and marking of the School's games pitches all year round. The outdoor sporting facilities include rugby, football and cricket pitches, three synthetic hockey pitches, netball and tennis courts, grass tennis courts, track and field areas and surrounding boundaries.

Key duties:

- Prepare all grass and artificial surfaces at the School to the highest standards including mowing, marking out, aeration and renovation practices.
- Drive tractors and other machinery with a variety of implements attached for grass maintenance and renovations.
- Regular general maintenance of grounds machinery i.e., mowers and tractors in accordance with Health and Safety at Work requirements and manufacturers recommendations.

- On occasion assist the School's gardens team with general lawn, tree and shrub maintenance.
- To support the Garden's team when responding to extreme weather conditions (snow, ice and high winds) to help ensure the school can remain open.
- Install and maintain sporting equipment e.g., nets, posts and protective covers.
- Looking after surrounding areas including entrances and exits to playing fields and boundaries.
- Ensure and promote the correct use and operation of machinery and equipment and report any breakdowns to the Grounds management or where appropriate, take corrective action on mechanical defects or breakdown of equipment.
- Ensure the security of the departmental vehicles, tools, machinery, buildings and equipment at all times.
- Undertake appropriate training as directed to ensure that skills remain up to date.
- Assist in other areas of work within the school which are within your skills and capabilities, as reasonably requested.
- Be prepared to work outdoors in all weathers.
- Operate in accordance with school's policies and procedures and comply with the School's Code of Conduct, the Safeguarding Policy and Child Protection procedures, the school's Health and Safety policy and the Health and Safety at Work Act.

Person Specification

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Driving license (essential) 	<ul style="list-style-type: none"> • Professional groundsmanship qualification(s): minimum NVQ Level 2 or IoG equivalent (desirable) • PA1/PA6/PA2 certificates (desirable) • First Aid qualification (desirable) • Chainsaw license (desirable) 	Application
Experience		<ul style="list-style-type: none"> • Similar previous experience preferable, but full training will be given. 	Application Interview

		<ul style="list-style-type: none"> • Knowledge of grounds maintenance and previous experience of grounds machinery 	
Skills	<ul style="list-style-type: none"> • Good communication skills • Practical ability • Excellent team working skills • Ability to read instructions and act upon them 		Interview
Personal competencies and qualities	<ul style="list-style-type: none"> • Ability to work independently and as part of a team • The ability to listen and follow instructions • Strong attention to detail • High standards of workmanship • Ability to interact with people at all levels and ages, including teachers, pupils and members of the public • Physically capable and medically fit to undertake the role 		Application Interview

Training Requirement for Grounds Person – this list is not exhaustive and the post holder may be required to undertake other training as required by the School

Training	To be completed by	Frequency of training
Safeguarding (Child Protection) and Prevent Training	Before employment commences	As required
GDPR	On first day of employment	As required
Induction training with Line Manager	Within the first week of employment	

Fire Awareness	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required
Working at Height	Within the first week of employment	As required
COSHH	Within the first week of employment	As required

METHOD OF APPLICATION

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date. Alternatively, please download and complete the Sherborne Boys School Application Form (Word document) available at <https://www.sherborne.org/about-sherborne/job-vacancies> and return it to hr@sherborne.org - *please do not send in a curriculum vitae as we are unable to use them when short listing*

In the event of any queries please contact:

*Miss Emily Old, Recruitment Manager
Human Resources
Sherborne School
Tel: 01935 810502
Email: hr@sherborne.org*

Closing date for applications:

9.30am – Thursday 21 August 2025

Interviews likely to take place:

Friday 29 August 2025

PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW
DURING THIS TIME

Anticipated start date:

ASAP