



**WOLVERHAMPTON**  
GRAMMAR SCHOOL

**GARDENER/  
GROUNDS PERSON**

## PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

Wolverhampton Grammar School is one of the oldest schools in the country, founded in 1512. As a selective and co-educational independent school for pupils aged 4-18 years, it enjoys an outstanding reputation. This is your opportunity to join a nationally-recognised, forward-thinking School.



**Are you looking for your next challenge? An opportunity has arisen for a highly motivated and experienced Gardener/Grounds Person to join our team of permanent and supply staff. If you would like to be a member of an inclusive and diverse school community, then we would like to hear from you.**

As the leading Independent school in the city, we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.

Full details and an application pack can be downloaded from [www.wgs.org.uk](http://www.wgs.org.uk), or can be obtained by contacting Miss Carrie Clines by phone: on 01902 421326 or by emailing: [recruitment@wgs-sch.net](mailto:recruitment@wgs-sch.net).





## INTRODUCTION TO WOLVERHAMPTON GRAMMAR SCHOOL

Wolverhampton Grammar School was founded in 1512 by Sir Stephen Jenyns to provide a “good, moral education” for the children of Wolverhampton.

Although that same impulse motivates us today, children now join our School community from across Wolverhampton, Staffordshire, Shropshire and the wider West Midlands region. We partner with a range of local and national organisations to deliver a rigorous education both within the classroom and outside the School. These associations include the prestigious Merchant Taylors’ Company where our founder was twice elected Master.

Over 500 years later, Jenyns’ school is now an award-winning, successful co-educational independent school with a national reputation and an alumni community that spans over 30 countries.

Our Compton Road campus, located to the west of Wolverhampton spans over 25 acres, with stunning architecture offering a reminder of our School’s rich history. The large school hall, affectionately known as “Big School” by our staff and students is a well known local landmark and reminder of our long, successful heritage.

National award-winning and the leading independent school in the city, we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.



83%

Grade 9-6 (A\*-B equivalent) awarded at GCSE



Outstanding Educational Partnerships

74%

A\* to B grades awarded at A Level



Talk Education Awards Finalist



A school community that inspires openness, trust and mutual respect

For more information about the School and to download the job description and application form, visit [www.wgs.org.uk](http://www.wgs.org.uk) or contact Carrie Clines telephone: 01902 421326 or email: [recruitment@wgs-sch.net](mailto:recruitment@wgs-sch.net)

# JOB DESCRIPTION: GARDENER/GROUNDS PERSON

## Summary of the role:

The Gardener/Grounds person will assist the grounds team by the maintaining and developing the school grounds and gardens in order to provide a good impression to all visitors to the school, parents, students and staff.

## Contract/Hours of Work:

37.5 hours per week, Monday - Friday.

## Pay Grade:

Support Staff Scale SCP 24 - 26: £23,168 – 24,763 pa.

## Line Manager:

Head Grounds Person

## Main Duties and Responsibilities:

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- Day to day care, cultivation and maintenance of ornamental landscapes e.g. weeding, mulching, pruning and planting.
- Day to day tidying-up of soft landscaping and grounds e.g. blowing, sweeping, and leaf collection and removal.
- Safe use of horticultural tools and machinery, and their care, cleaning and storage after use.
- Ensuring lawns are regularly cut, strimmed and edged off, and undertaking grass repairs where necessary.
- Spreading of grit salt during periods of ice and manual snow clearance from footpaths and roadways.
- Collection and removal of litter around the site.
- Keeping up to date on current gardening and pest-control techniques.
- Ensuring gardening and maintenance work adhere to health and safety regulations.
- Recommending plant and landscape design ideas based on sunlight, soil condition, and watering needs.
- Occasionally may have to work on a weekend to support the School at Open Day and assist in preparing for opening in adverse weather conditions.
- Assisting in the maintenance and the preparation of grass/synthetic sports pitches to include but not limited to Football, Hockey, Cricket, Rounders and Athletics.
- To be willing to take on job related training as required.

## Skills and Competencies:

- Excellent organisational skills.
- Ready to take initiative, a flexible attitude and able to deal with change.
- Ability to plan ahead and work within agreed timeframes.
- Understand the challenges of working in a school environment .
- Health and Safety:
  - Ensure all health and safety regulations are applied, these include but are not restricted to assisting in the provision of risk assessments and safe methods of work for all the grounds, grounds equipment and working practices.
  - Promote safe working practice.
  - Good understanding of the COSHH regulations.

**You may also be required to undertake such other comparable duties as the Head requires from time to time.**

## PERSON SPECIFICATION: GARDENER/GROUNDS PERSON

	<b>Essential</b> These are qualities without which the Applicant could not be appointed.	<b>Desirable</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	<b>Method of assessment</b>
<b>Qualifications</b>	The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they must have received. <ul style="list-style-type: none"> <li>• Good general level of education.</li> <li>• To possess a full and valid driving license.</li> <li>• Manual Handling training.</li> </ul>	The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have received</b> : <ul style="list-style-type: none"> <li>• A PA1 and PA6 pesticide qualifications.</li> <li>• Emergency First Aid at Work.</li> <li>• Level 1 Certificate in Horticulture Skills.</li> <li>• Level 2 Diploma in Practical Horticultural Skills.</li> <li>• Level 3 Extended Diploma in Horticulture.</li> <li>• Tractor Experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Production of the Applicant's certificates</li> <li>• Discussion at interview</li> <li>• Independent verification of qualifications</li> </ul>
<b>Experience</b>	The categories of work or organisations, types of achievements and activities that would be likely to <b>predict</b> success in the role: <ul style="list-style-type: none"> <li>• Grounds maintenance experience.</li> <li>• Experience of working with plants.</li> <li>• Experience of use of horticultural machinery.</li> </ul>	The categories of work or organisations, types of achievements and activities that would be likely to <b>contribute to</b> success in the role: <ul style="list-style-type: none"> <li>• Similar role within an education environment and/or large campus.</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Skills</b>	The skills <b>required</b> by the Applicant to perform effectively in the role: <ul style="list-style-type: none"> <li>• Good communication.</li> <li>• Ability to work in a team.</li> <li>• Basic level IT skills.</li> </ul>	The skills that would <b>enable</b> the Applicant to perform effectively in the role:	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Knowledge</b>	The knowledge <b>required</b> by the Applicant to perform effectively in the role: <ul style="list-style-type: none"> <li>• Sound knowledge and use of horticultural machinery</li> <li>• Sound knowledge of horticultural pest and diseases and treatments</li> <li>• Sound knowledge of planting</li> <li>• Working knowledge of Health and Safety legislation</li> </ul>	The knowledge that would <b>enable</b> the Applicant to perform effectively in the role:	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>

## PERSON SPECIFICATION: GARDENER/GROUNDS PERSON

	<b>Essential</b> These are qualities without which the Applicant could not be appointed.	<b>Desirable</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	<b>Method of assessment</b>
<b>Personal competencies and qualities</b>	The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people <ul style="list-style-type: none"> <li>• Suitable to work with children and young people.</li> <li>• Follow School's Safeguarding Policy and Procedures.</li> <li>• Commitment to high standards of service.</li> <li>• Diplomacy and tact.</li> <li>• Enthusiasm.</li> <li>• Positive attitude.</li> <li>• Understanding of the physical demands, when carrying out lifting and handling.</li> <li>• Work on own initiative as well as in a team.</li> <li>• Ability to work in all weather conditions including rain, snow etc.</li> <li>• Well organised and good time management.</li> <li>• Flexible working – some work outside core hours will be required.</li> </ul>	The knowledge that would <b>assist</b> the Applicant to perform effectively in the role:	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>