



THE GRAMMAR
SCHOOL AT LEEDS
Be Inspired



Grounds and gardens operative

The role

Grounds and garden operative

Reports to: **Head of grounds and gardens**

Main purpose of the role:

To deliver an excellent service to everyone who contacts the school and provide administrative support to the admissions manager and director of development..

Main responsibilities:

- Provide a welcoming, friendly, approachable and professional service to the wide range of school visitors, including parents, pupils, staff, parents of prospective pupils, governors, suppliers and a range of other visitors via the school switchboard, enquiries email and in-person to give a positive first impression of the school;
- Provide support to a range of external relations team activities including public, alumni and admissions events, such as open days, taster days and reunions, some of which take place on evenings and weekends. This support will include mailing out information, taking bookings and providing support at the events themselves;
- Work closely with the external relations team and other colleagues to ensure that the enquiries service has the information and support they need from across the school to deliver a first class service;
- Identify areas and solutions where the school can improve customer service to stakeholders;
- Provide support to other colleagues across the school at key times, for example with parents evenings and all school mailings;
- Any other assistance as may be reasonably required from time to time by colleagues from across the school to ensure its smooth running.

Admissions:

- Work with the admissions manager to provide administrative support and develop systems and processes to enable the admissions office to deliver a first class service;
- Communicate with prospective families to ensure receipt of necessary documents and information throughout the application process;

- Communicate with feeder schools to ensure receipt of documents required for the admissions process;
- Assist with the preparation of the annual entrance exams and interviews and other assessments taking place throughout the year;
- Manage and store relevant applicant information to support the admissions service;

Development:

- Work with the director of development and the alumni relations officer to provide administrative support for alumni relations and fundraising purposes;
- Managing and maintaining Beacon, the alumni CRM system so that it supports the school's alumni relations and fundraising activities;
- Assist with regular alumni mailings and other activities as required.

Supporting the ER team:

- Undertaking market research using publicly available information.
- Providing administrative support for the wide range of activities that the ER team is responsible for.

General:

- This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal;
- All staff employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact;
- All staff should be aware of the school's Health & Safety Policy and implement it as appropriate.





The person

Qualifications & attainments

- A good standard of education including grade C or above in Maths and English GCSE (or equivalent);
- A qualification in marketing, retail or similar is desirable.

Experience & knowledge

- Experience of working in a school, similar complex service environment, or administrative role;
- Experience of working in a professional environment, ideally in a customer-facing role;
- Experience of operating a busy switchboard in an effective way;
- Ability to understand the role that customer service plays in recruitment and parent/pupil satisfaction.

Essential



Desirable



Skills & qualities

- Good IT skills, particularly in MS Office;
- Professional behaviour and excellent personal presentation;
- Reliable, punctual and honest with excellent attention to detail;
- Excellent time management skills with the ability to prioritise work and perform calmly under pressure;
- Understanding the importance of delivering a first class customer service;
- Ability to work alone as well as effectively within a team;
- Resilience and willingness to receive feedback on performance;
- Ability to identify and suggest opportunities to improve processes and then develop and implement changes accordingly;
- Ability to work flexibly and be available to work out of school hours when required to meet the needs of the role and to provide cover for other members of the enquiries team;
- Willing to work on a variety of tasks to help colleagues and support both recruitment and the running of the school.

Essential

Desirable



Values & ethos

- Commitment to child protection and the promotion of a safe environment for children and young people to learn in;
- Commitment to the school's support and promotion of equality & diversity;
- Commitment to continuous self-development and a willingness to learn;
- Commitment to delivering a professional service at all times.



Your benefits

Colleague benefits - support

Colleagues at The Grammar School at Leeds have access to a wide range of benefits including:

Access to our Colleague Assistance Programme well-being app, Vivup, offering telephone counselling, financial and legal advice plus 6-8 face-to-face counselling sessions



Personal pension plan with Aviva up to 5% colleague contribution and 10% employer (with the facility to pay higher or lower colleague contributions)



Beautiful lunch time walking routes around our 140 acre site



Generous leave of absence scheme to support our colleagues when they need it



Colleague discounts through multiple providers, including Vivup, Discounts for Teachers and Extras



Access to our 24/7 GP provider, Health hero



Training and CPD available including five inset days per academic year



25 days annual leave per year plus eight statutory bank holidays (pro rata for part-time roles)



Onsite gym and swimming pool available for colleague use within set times as well as colleague classes such as pilates, meditation, kettlebells, spinning and bootcamps



Significant discount on school fees



Colleague lunches: three courses for £1 available during school lunchtimes plus free tea, coffee and hot chocolate machines



Option to purchase up to 10 additional days of annual leave



Childcare provided for colleague's children during school INSET days (from the age of 3 up to age 11)



Opportunity to be involved in co-curricular activities such as the colleague pantomime, wellbeing committee or volunteer for community events



School closure days in the Christmas holidays in addition to annual leave entitlement



Use of the school's extensive library facility



Free car parking available on site



Salary sacrifice schemes for cycle to work



Free use of the school bus service (subject to availability)



Free after school childcare until 6pm for the hours that you are working (subject to availability)



About us

The Grammar School at Leeds is a highly successful, academically selective co-educational school of over 2,000 pupils and 435 members of staff, based on a modern, purpose-built campus in north Leeds.

A rich heritage combined with an innovative approach, GSAL offers academic excellence and a breadth of opportunity that develops and celebrates the strengths of all pupils and staff. The school seeks to nurture all its pupils to make the most of their talents, realise their potential and develop a confidence to rise to any challenge.

Academic achievement is at the heart of a rounded education at the school. A rich, stimulating curriculum combined with a caring pastoral system helps to develop curious and successful learners and well-rounded citizens alongside achieving consistently excellent academic outcomes.

GSAL is a co-educational school which follows the 'diamond model'. Between the ages of 3 and 11, pupils are taught together before moving into predominantly single-sex academic classes from ages 11 to 16 years, later reverting to mixed teaching groups in sixth form. This structure offers the advantages of single sex teaching and learning, together with the continued benefits of mixed co-curricular and pastoral engagement.





Our ethos and values

The school aims to foster an inspiring environment of learning and aspiration where pupils and staff alike can flourish every day, within and beyond the classroom. Everyone in the community is encouraged to grow, reflect, be kind and have respect for others. The school is a positive, caring, and inclusive environment where every child is valued and supported by a dedicated team of staff to become confident, resilient, and capable young people.

The school also recognises its role in society more widely, inspiring an outlook that is both local and global, and fostering an ambition for the highest impact and achievement in life beyond the school gates.

The school operates on FREDIE principles:

Fairness
Respect
Equity
Diversity
Inclusion
Engagement

**PROUD TO BE™
 FREDIE**

We care
 We are brave
 We grow a
 little every
 day



Equity, diversity and inclusion

Both Leeds Grammar School and Leeds Girls' High School were built on the principle of providing outstanding educational opportunities to young people regardless of their background. This inclusive approach remains at the heart of the school's ethos today. Pupils come from a wide range of backgrounds and all are valued and respected. As has been the case throughout the school's long history, a diverse school community is united by a common thread: a genuine love of learning.

In 2023 the school was awarded the Investors in Diversity accreditation and is proud to incorporate FREDIE values in all parts of school life. This award is recognised as the national equity standard. In the National Centre for Diversity 2023 awards Top 100 Most Inclusive UK Workplaces, GSAL was placed at number 14 and named School of the Year. Whilst the school was very proud to receive these accolades, it recognises that in an increasingly polarised world, ensuring that everyone in the school community feels heard, valued and respected is vital for creating a cohesive and tolerant school.



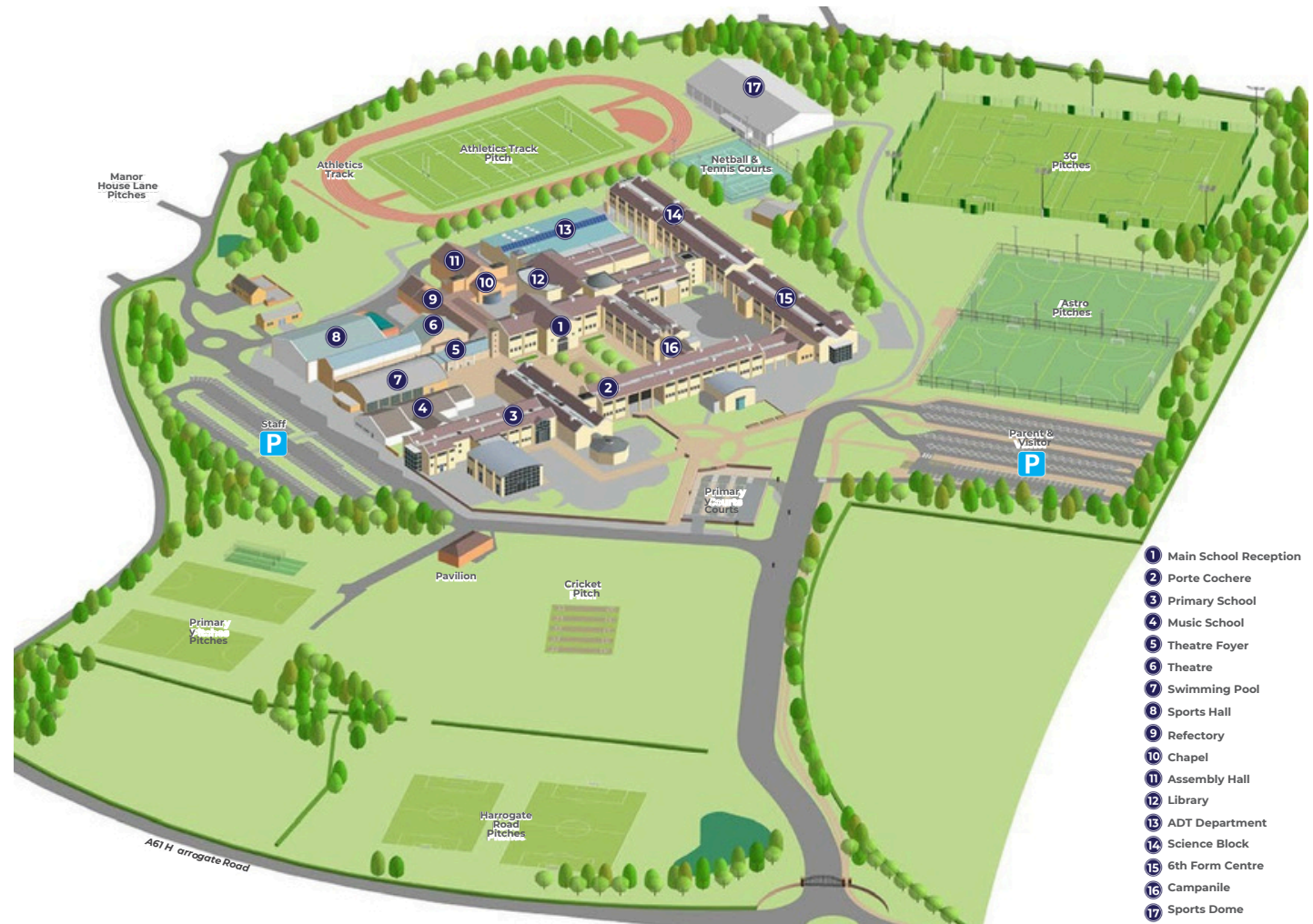
Our location and facilities

Leeds is a thriving city which has benefited from a period of sustained economic expansion. Vibrant and friendly, with a wide range of cultural, social, sporting and leisure activities, the city has something for everyone. Leeds offers the best of both worlds – all the advantages of a modern city with Yorkshire's beautiful countryside on the doorstep. In 2022, The Sunday Times named Leeds as one of the best places to live in the UK.

The school occupies a 140 acre campus in north Leeds. The school is easily accessible to families from across Leeds as well as Harrogate, Wetherby, Ilkley and surrounding towns and villages. The school operates a comprehensive bus service which enables over 600 pupils a day to travel to and from school.

The campus has outstanding facilities. The Primary and Senior Schools each have their own well-equipped specialist classrooms, libraries, laboratories, halls, music rooms and indoor sports facilities. The Primary School has its own dining area for the youngest children, while in the Senior School there is a refectory, and each year group has a common room.

Sixth form students have their own café, common room and study areas. Modelled on some of the best university resource centres and libraries, the Lawson library in the Senior School provides an environment and range of study facilities befitting a 21st century campus, enhancing the learning experiences of pupils. In addition, a state-of-the-art swimming pool, track and field facilities, all weather pitches, 3G pitch and sports dome provide unrivalled opportunities for physical education.





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