



LAMBROOK

GROUNDS PERSON

Information for Candidates



Required as soon as possible

Closing date: Sunday 9th March 2025

Should we appoint during that time, we reserve the right to close the position early.



LAMBROOK

CANDIDATE SEARCH

Lambrook seeks an enthusiastic, motivated Grounds Person to assist the team of grounds staff to manage the day-to-day sports provision and the general estate work at the school. Lambrook is set amongst 52 acres of oak parkland and offers some of the best facilities in the independent sector at Preparatory level, with cricket pitches, a nine-hole golf course, football/rugby pitches, and an athletics track in the Summer term as well as all weather pitches, for hockey played end-to-end, tennis, football and netball during the winter months. The School has a growing small holding with animals and an orchard.

Responsible to the Head Groundsman and ultimately to the Bursar of Lambrook School, the key tasks include:

Working within the team to produce and maintain the sports pitches to match quality, an understanding of the setting out and preparation necessary principally for Cricket, Football, Rugby and Golf would be useful but not a requirement. Assistance with the daily maintenance of the Astroturf is also required.

There is a demanding requirement to cut grass and the maintenance of these areas through the summer months ranging from the golf greens and cricket squares with hand mowers; to ride-on machinery for the croquet lawn and play areas; to the tractor mounted powered mowers for the outfields; and so a good knowledge of machinery operation would be useful, although full training will be provided.

In the winter months estate work is essential to maintain the school grounds and ditching, hedging, lopping, strimming and general estate work is carried out by the team of grounds staff. Tractor driving skills would be useful and the ability to be a team player is essential.

Other ad hoc duties are carried out in support of the events in the school calendar and you would also be required to undertake these occasional tasks for the School as and when directed by your Line Manager and the Bursar. As part of these duties, there is a certain amount of lifting required.

Other miscellaneous responsibilities include:

- Clearing snow and ice and spreading sand and grit during periods of inclement weather.
- Collection of leaves and other debris.
- Ensuring all equipment is properly cleaned, maintained and stored safely.
- Safe application of chemicals, e.g. weed killer, taking into account COSHH and Health & Safety regulations.
- Portage of deliveries, furniture and equipment around the School and preparing rooms for School functions.
- Using the school compliance software to report issues found over the estate.
- Assisting other staff members with car parking and traffic control.



PERSONAL SPECIFICATION

The successful candidate is likely to have the following knowledge and experience:

- A good level of education.
- A general knowledge of Health & Safety.
- A general understanding of the safeguarding required responsibilities related to working within a school environment.
- An understanding of trees and a chainsaw licence would be beneficial but not a requirement.

SKILLS AND ABILITIES

- Ability to work on own initiative as necessary and be proactive, adaptable and follow instructions and to a given time constraint.
- Be motivated, enthusiastic, approachable and friendly.
- Ability to communicate effectively with staff and exercise tact and diplomacy when confronted with difficult situations.
- Ability to work within the policies of the School.
- The role at times may involve heavy lifting.
- Sense of humour, tact and confidence.
- Reliable and flexible.

SALARY AND BENEFITS

- Salary will be competitive and subject to experience.
- Option to enter into employer defined contribution pension scheme.
- Holiday entitlement of 20 days per annum plus statutory bank holidays.
- Lunch and refreshments are provided free of charge during term time.
- Branded polo, sweatshirt, fleece and coat provided.
- Onsite parking.

HOURS OF WORK

The hours worked per week will be 40 hours on average over the year.

Term Time:

08:00-17:00 Monday to Friday

08:00-12:00 One in four Saturdays during term time with time off in lieu taken during the following week.

School Holidays:

08:00-17:00 Monday to Friday



THE APPLICATION PROCESS

LAMBROOK

- Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters should be sent to the Headmaster via HR@lambrookschool.co.uk.
- Applications will only be accepted from candidates completing the School's Application Form in full with an accompanying photograph.

Any offer to a successful candidate will be conditional upon:

- Verification of identity and qualifications.
- Confirmation of right to work in the UK.
- A minimum of two references.
- Receipt of a satisfactory Enhanced Disclosure clearance (DBS) from the Criminal Records Bureau.
- A check at the Department for Education List 99 and the Protection of Children Act List, as appropriate.
- Verification of medical fitness.
- Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

