



ASHFOLD SCHOOL



Candidate Brochure

Grounds Assistant

Required as soon as possible



ASHFOLD SCHOOL

Grounds Assistant

Ashfold is a leading prep school for approximately 270 boys and girls aged 3-13 years. The School is set in 30 acres of beautiful grounds on the edge of the village of Dorton in the Buckinghamshire countryside and includes 5 sports pitches, AstroTurf, netball and tennis courts and woodland.

We are seeking to appoint a Grounds Assistant to join the Facilities and Estates Team at Ashfold School. The successful candidate will be diligent, adaptive and hard-working, taking pride in their work and contributing positively and effectively as part of the Department, which is responsible for the management of the grounds and sports pitches to ensure the effective operation of the School.

It is essential on a day to day basis to ensure all sports facilities are match ready by using the various items of machinery owned by the School. You will be suitably qualified to operate such machinery. The Department hold overall responsibility for maintaining all of the outdoor spaces within the School. The needs of the School will require a flexible approach to work including some work at weekends subject to the needs of the School and weather conditions.

This is an exciting opportunity for a proactive individual keen to place their mark on the School by ensuring the grounds leave a positive impression on all who visit Ashfold School.

Ashfold offers an excellent all-round education and a wealth of opportunities to excel both in the classroom and beyond. We encourage and celebrate participation in sport and the arts, including art and design technology, drama and music as well as a wide variety of extra-curricular activities enabling every child to develop their individual strengths, talents and interests and discover new ones.





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Line Manager: **Grounds Supervisor**

Job Purpose:

- To assist with the maintenance, upkeep and refurbishment of the estate, premises and contents of the School as required.
- To provide a safe, secure, clean, warm and stimulating environment for pupils, staff and visitors and ensure that Health & Safety (H&S) requirements are complied with.
- Duties and Responsibilities
- To carry out grounds maintenance, including to the Astroturf and Swimming Pool, and grounds repair works as directed by the Facilities & Estates Manager & Grounds Supervisor.
- To assist with preparing and maintaining all sports pitches including pitches, courts, Astroturf, playing surfaces, general grassed areas and other grounds areas as requested by the Facilities & Estates Manager & Grounds Supervisor.
- To assist with the maintenance of all roads, fences, footpaths and woodland areas throughout the School grounds.
- To liaise with the Grounds Supervisor to ensure that suitable stock is maintained for the department and to ensure that tools and equipment are suitable, sufficient and fit for purpose.
- To assist with other Estate's maintenance tasks as requested by the Bursar.
- To support with preparation for facilities lets, ensuring that the agreed School and user requirements are met.
- To understand legislation relating to grounds-related chemicals and dangerous substances and follow safe working practices at all times (COSHH).
- To carry out all duties in accordance with the guidelines of the School's H&S Policy.
- To comply with all School policies and procedures and undertake training as required.

Responsibilities specific to being a member of the Facilities and Estates Team:

- To support and co-ordinate (as directed by the Facilities & Estates Manager) on-site car parking requirements during the School week and for agreed weekend events and assist with traffic control and other general duties at specified School events, in particular Speech and Open Days.
- To provide emergency staff back up as required.
- To take part in the setting up of furniture for exams and events as directed by the Bursar.
- To cover and assist the general Maintenance Department in other areas of the school, particularly in adverse weather conditions or on other occasions as directed by the Bursar.
- As required, to assist in the preparation for major events.
- If applicable, to assist with the driving of minibuses to support the educational needs of the school.

Other Professional Requirements:

- To attend and participate in staff INSET days as directed.
- To establish and maintain effective working relationships.
- To be aware of the need to take responsibility for your own personal development.
- To contribute to the development, implementation and evaluation of the school's policies, practice and procedures in such a way as to support the school's values and vision.
- To adhere to the staff dress policy maintaining a high standard of professional appearance.
- To promote the school at all times.

This role profile is not exhaustive and it will be subject to periodic review.



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Safeguarding - The welfare, health and safety of all those who learn, work or visit Ashfold School is our prime concern. The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact. They must adhere to and ensure compliance with the school's safeguarding policies and procedures at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of the children at the school they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.





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Person Specification

Qualifications and Training	Essential	Desirable
GCSE (or equivalent) grades A-C in English and Maths	✓	
Full driving licence		✓
D1 Minibus licence		✓
Experience		
Experience of working in a grounds or estates setting.	✓	
Experience of working on sports pitches	✓	
Experience of operating machinery, maintaining and setting up other horticulture machinery and equipment.	✓	
A self-starter with the ability to work safely under minimal supervision.	✓	
An understanding of grounds & horticulture throughout all seasons.	✓	
An understanding of Health & Safety regulations, particularly when working in an outdoor setting.	✓	
Personal Skills		
Basic IT skills including familiarity with Word and Excel software		✓
Flexible approach and willingness to carry out a variety of tasks	✓	
High level of accuracy and an eye for detail	✓	
Ability to work well under direction, but also to use initiative and to work on your own, as required	✓	
To be trustworthy, and be able to respect the confidence of teachers/support staff when working within staff properties.	✓	
Ability to work within a culture of customer service excellence	✓	
The ability to work successfully within a small team and maintain friendly relationships with other staff	✓	
Communication Skills		
Good communication skills	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	



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Terms and Conditions

- We are seeking to appoint a Grounds Assistant to start as soon as possible.
- The role attracts a salary of £14.20 per hour.
- The role is for 40 hours per week for 52 weeks of the year. There will be a need to work flexibly around the working of the school day and at weekends.
- 38 days paid holiday (including 8 bank holidays) to be taken at times as agreed with the Bursar.
- The School operates a support staff group pension scheme to which the school contributes 5% of your salary subject to minimum contribution of 3% by the employee. All eligible staff are enrolled automatically in the scheme and other members may join on request.
- Free school meals and refreshments are provided on School and INSET days.
- There is a discount on School Fees.

The School

The school week runs from Monday to Friday and there is no Saturday school. We offer optional boarding (up to three nights a week from Year 5 and up to four nights a week from Year 6) which is very popular. Applicants should bear in mind that all academic staff are expected to contribute to the extra-curricular life of the School as well as teaching in the classroom.

Ashfold is broadly non-selective at the point of pupil entry and follows a wide and challenging curriculum to prepare pupils for both Common Entrance and Scholarship examinations. The majority of pupils remain at the School to the end of Year 8.

Pupils move on to a wide range of leading independent day and boarding senior schools at 13+ including: Abingdon, Bloxham, Bradfield, Cokethorpe, Eton, Harrow, Headington, Magdalen College School, Radley, Rugby, Rye St Anthony, St Edward's, Oxford, St Helen and St Katharine, and, Stowe. Many of our children win scholarships or awards to their senior schools.

Ashfold has been awarded 'EXCELLENT' in all categories by the Independent Schools Inspectorate (ISI) following our recent Compliance & Educational Quality Inspection.

A double "excellent" is the highest possible outcome for a school during a full Focused Compliance & Educational Quality Inspection.

Inspectors stated that the school was:

- **excellent**, both for the quality of pupils' academic and other achievements, and
- **excellent**, for the quality of pupils' personal development.

Further information can be found at [Latest report marks us 'excellent' - Ashfold School](#).



ASHFOLD SCHOOL

Applications

Those wishing to be considered for the post should download and complete an Application Form. Completed applications should be emailed to the HR Department, HR@ashfoldschool.co.uk or posted to:

HR
Ashfold School
Dorton
Buckinghamshire, HP18 9NG

Applications not submitted on the Ashfold Application Form, or applications not completed in full, will not be considered.

Closing Date: The closing date for applications is 12.00pm on Friday 25 April 2025.

Interviews: Will take place shortly after the closing date.

Ashfold School encourages early applications and reserves the right to close this vacancy and appoint prior to the application closing date if we receive a sufficient number of suitable applications. Ashfold is committed to the protection and safety of its children. Applicants will be required to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

If you would like to discuss any aspect of the post in greater detail, please contact the HR Department on 01844 238237 or email hr@ashfoldschool.co.uk.

