



NOTTINGHAM  
HIGH SCHOOL

# CANDIDATE INFORMATION PACK HEAD GROUNDS PERSON

*To start as soon as possible*



## COME AND JOIN US!

Nottingham High School has a vacancy for a **Head Grounds Person** to join the our well-established Estates Team from January 2025.

Completed application forms should be sent electronically to [jobs@nottinghamhigh.co.uk](mailto:jobs@nottinghamhigh.co.uk) no later than **10am Friday 6 December 2024**.

As we are committed to securing the right person, early applications may result in early interviews and the early closing of the role





# THE SCHOOL

We are a School with a rich history dating back to 1513, we pride ourselves on developing happy, confident and driven students with a love of learning.

Nottingham High School is not your average School, we have a very strong academic reputation and achieved the best examination results in the region last summer. We won the Co-Educational Independent School of the Year award in 2022, were named the East Midlands Independent Secondary School of the year 2023, East Midlands Independent Secondary School of the Decade by The Sunday Times Good Schools Guide 2021 and ranked first for academic results in the East Midlands by The Sunday Times Independent Schools Guide 2022.

The High School is an independent day school (HMC) for Boys and Girls aged 4 to 18. Our Junior School, Senior School and Sixth Form are based on-site at Waverley Mount and our Infant School is based across the road at Lovell House.

The Infant and Junior School (ages 4-11) has over 330 students. There are approximately 820 students in the Senior School, with a vibrant Sixth Form of over 240. The School's move to co-education has been a great success with 426 girls in School, with further significant growth planned in future years.

Development of teaching and learning is a key emphasis of the School, seeking to develop our pedagogy to deliver lessons that are challenging and inspiring. We are looking for dynamic, forward-thinking subject teachers who engage with learning and teaching initiatives, share best practice and who are willing to adapt to new technologies as appropriate. Our remote learning programme has been crucial to our success and one of the strongest around, we look to develop this in the coming years.

Our teachers are at the forefront of the School's success, we work hard to make Nottingham High School a place that people love to work. Our teachers and support staff work closely to achieve the aims and objectives of the School. The Nottingham High community is at the heart of our culture.

Students come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting this with generous bursary and scholarship funds. Together, these mean that about a fifth of students receives some form of financial assistance. Entry is by competitive assessment in the Spring Term.

As well as our academic success we put a strong focus on our extra-curricular programme, with over 40 clubs and groups we offer students the opportunity to try a whole range of activities including chess club, board games, music and sport to name a few.

# VIRTUAL TOUR

Take a look inside our Schools!

[Infant School tour](#)

[Junior School tour](#)

[Senior School & Sixth Form tour](#)





# THE ROLE

## Primary Purpose

Management of the Schools Grounds team and will be responsible for the maintenance and upkeep of the grounds throughout the whole school estate which includes Lovell House Infant School, Junior School, Senior School, Valley Road and Highfields. The key objective within this role is to provide a range of excellent facilities for our students to enjoy.

## Hours of Work

The successful individual will work 37.5 hours each week plus an additional 180 hours which are worked throughout the year including some evenings and weekends in accordance with a pre-arranged rota.

## Accommodation

Our Head Grounds Person is required to reside at our Valley Road site, the successful candidate will be provided with a 2-bedroom house on site. The accommodation is provided both rent and utility free.

## Principle Objectives

### Health, safety and hygiene:

- Setting and ensuring the highest standards of grounds safety across the whole school estate
- To be responsible for ensuring that the Grounds team comply to the School's Health and Safety policy at all times
- Complete and update risk assessments for job specific tasks
- To monitor and supervise all contractor activities in relation to any Grounds work.

### Management:

- Line Manager to a team of Grounds personnel
- Responsible for allocating Grounds team tasks including the duty rota to support the School PE & Games fixture programme
- Working in conjunction with the Head of PE & Games to ensure that pitches and other sporting facilities are prepared to a high standard and are available as required
- Prepare budget submission for yearly maintenance in-conjunction with the Estates Manager
- To manage contractors and assist in gaining quotations for all works
- Arrange tree inspections and submit relevant paperwork for approval of works
- Working in conjunction with the Events Coordinator in relation to external lettings

### Duties Relating to Specialist Skills:

- Delivering a high-quality grounds maintenance service to all Nottingham High School sites
- Maintenance and improvement of all school grounds including sports pitches, grounds, woodland areas and gardens
- Upkeep of sports pitches including spiking, feeding, seeding, levelling, disease and pest control
- Upkeep of sporting surfaces including sand dressed hockey pitches
- Creating, marking out and setting up playing surfaces
- To ensure the school lawns, borders and gardens and wooded areas are always maintained to a high standard
- General upkeep of the sports pavilion and the cleaning of sports equipment across all sites
- Routine maintenance of all ground's machinery including arranging servicing as and when required
- Ensuring that all equipment and materials used are issued, used, washed and stored correctly
- Offer advice on cost efficiencies and new developments in equipment
- Drive the departmental vehicle, collecting materials and equipment as required
- Act as host to visitors, parents and other customers at fixtures or lettings
- Any other duties as may be reasonably requested by School management



# RESPONSIBILITIES

## Finance

- The Head Grounds Person will be a budget holder

## Equipment, Tools & Machinery

- Direct management of machinery, tools and equipment
- Where problems arise the post holder will seek to resolve issues safely
- Direct responsibility for machinery, hand held equipment and the maintenance vehicle
- Record keeping of all maintenance carried out on grounds machinery.

## Interaction with Others

- A self-motivate, hardworking and enthusiastic individual with a positive attitude who will have regular contact with their direct reports within the Grounds team, the Estates Manger, students, teaching and support staff, contractors and visitors

## Freedom of Action/Authority to Take Decisions

- The Head Grounds Person allocates tasks on a regular basis to their team and can refer to the Estates Manager as needed with any queries or difficulties, which may arise
- The postholder would be expected to carry out their duties as they see fit

## Working Conditions

- Working conditions depend upon the nature of the task in hand
- External work may be affected by weather conditions

## Physical Effort

- A significant level of physical effort is required and the post holder should therefore be physically fit and alert
- Handling of heavy equipment and a requirement to work at different height levels when necessary

## Hazards

- There are numerous hazards involved due to the nature of the work, for example, working with plant machinery, using hand tools; chemicals; dust and varying outdoor temperatures.
- The post holder will be issued personal protective equipment, which must be worn at all times during working hours, in accordance with the school's policies.



# THE PERSON

## Experience

- Must be able to demonstrate relevant experience and a good working knowledge of grounds maintenance to include turf care and planting (Essential)

## Skills & Knowledge

- A minimum qualification of Horticulture (NVQ2) or similar (Desirable)
- Experience operating a wide range of garden machinery (Essential)
- PA1 and PA6 pesticide certificate (Desirable)
- Knowledge of Health and Safety legislation (Essential)
- Qualification in chainsaw use (Desirable)
- Working knowledge of tree care and local authority regulations (Desirable)

## Competencies & Personal Attributes

- Enjoy working with young people (Essential)
- Good written and verbal communication (Essential)
- Computer literate including the ability to use various systems and online facilities (Essential)
- Ability to plan and prioritise work effectively (Essential)
- Effective time management (Essential)
- Ability to communicate with people at all levels (Essential)
- Self-motivation and the ability to work on own initiative to meet deadlines (Essential)
- Great attention to detail and the ability to deliver consistent quality and reliability through a methodical approach to work (Essential)
- A positive, flexible approach to work and duties and a willingness to undertake work outside of normal hours (Essential)
- Prepared to participate in training and other learning activities as required by the school (Essential)

## Freedom of Action/Authority to Take Decisions

- The Head Grounds Person allocates tasks on a regular basis to their team and can refer to the Estates Manager as needed with any queries or difficulties, which may arise (Essential)
- The postholder would be expected to carry out their duties as they see fit (Essential)

## Business Requirements

- Full, clean, driving licence (Essential)
- Reside on site (Essential)



## SAFEGUARDING

### Child Protection

Nottingham High School is committed to doing all it can to ensure the safety and wellbeing of its students.

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom s/he/they is responsible, or with whom s/he/they comes into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Senior Lead.

Mandatory training in safeguarding children is given to new members of staff.

All posts in School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

As a part of our pre-employment checks, your past and current employers 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. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

## BENEFITS OF SERVICE

### Professional Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate in it throughout their careers. The School has developed an Appraisal Scheme for all staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. In this case, the Estates Manager is the line manager.

### Working Environment

This is an enjoyable and stimulating place to work. We offer a wide and varied range of staff benefits including free refreshments and school lunch during term time. Staff organise a series of social events during the year including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the gym and swimming pool.

Eligible employees who have children in the School currently benefit from some remission of fees in accordance with School policy, at the discretion of the Governors.

### Living in Nottingham

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city as well as good quality housing in the city. In the centre there has been considerable development of high-quality apartments.

The School is well served by public transport and is on the tram network. In addition, there is car parking available on site.



## HOW TO APPLY

### The Application

Candidates should complete the School's application form electronically and email this to [jobs@nottinghamhigh.co.uk](mailto:jobs@nottinghamhigh.co.uk). Applications will only be considered from candidates completing the form in full. We will acknowledge receipt.

First stage interviews will be conducted week commencing 9th December, and the second stage will be conducted week commencing 15th December.

Before interview, we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

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

### Equal Opportunities

Nottingham High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community.

The High School recognises its responsibility to treat equally each person who comes into contact with the School. All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

### Diversity and Inclusion

The School is committed to Diversity and Inclusion. Our statement on this can be [found here](#) on the School website.



## INVITATION TO INTERVIEW

### Interviews

It is intended that interviews will be held shortly after the closing date. Early applications may result in interviews being held sooner and the early closing of the vacancy.

At interview all candidates must bring with them or be able to show certificates confirming any education and professional qualifications that are necessary and relevant to the post. Where originals or certified copies are not available, candidates must provide written confirmation from the relevant awarding body.

In addition, all candidates need to show their birth certificate & valid passport to confirm their identity. Originals of these documents are required, we cannot accept photocopies.

### Background Checks

The School reserves the right to obtain formal or informal background information about an applicant to determine whether they are suitable to work at the School. This will include online searches on shortlisted candidates. The online searches the School carries out may include searches of internet search engines and websites using three means of identification related to the individual.

Online searches will only be carried out at the shortlisting stage. The School will not carry out online searches as part of its initial sift of applications. All applicants for a role at the School will be treated consistently with regard to online searches.

Online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment decision. In carrying out online searches the School is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied;
- may be relevant to their suitability to work at the School or in an education setting;
- is of a safeguarding nature; and/or
- may have an impact on the School's reputation (whether positive or negative).

### Pre-employment checks

Any offer of employment will be conditional upon:

- receipt of satisfactory references
- verification of identity and qualifications, including successful completion of statutory induction and QTS for teaching staff (applies to those who obtained QTS after 7 May 1999)
- evidence of the right to work in the UK
- a Barred List check and a check of the list of individuals prohibited from teaching
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to HR) and a Staff Suitability Self-declaration
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with the requirements of Keeping Children Safe in Education (KCSIE) 2023
- satisfactory completion of the probationary period