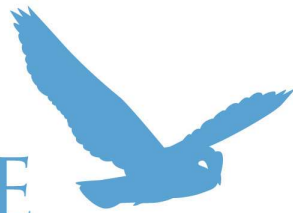


HATHEROP CASTLE

THE ADVENTURE OF CHILDHOOD



School Grounds Person

Candidate Pack



A happy and high-achieving day and boarding prep school in the heart of the glorious Cotswolds

Hatherop Castle, Hatherop, Cirencester, Gloucestershire GL7 3NB

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Hatherop Castle Limited Registered in England number 8876703

INTRODUCTION

The opportunity has arisen for a grounds person to join this highly regarded co-ed day and boarding prep school, located in the heart of the Cotswolds. The school is enjoying a period of significant investment and development since joining the Wishford Schools group in 2014. The successful applicant would join a very friendly site team.

THE SCHOOL

Hatherop Castle School is a co-educational day and boarding prep school for pupils aged 2 to 13, located in a stunning rural setting in the heart of the Cotswolds. Set in 24 acres of beautiful landscaped grounds, the school enjoys a reputation for high academic standards within a caring, happy environment.

Children are prepared for entry to a wide range of selective independent secondary schools including Marlborough, Abingdon, Cheltenham College, Dean Close, King's Gloucester and Malvern St James, as well as Gloucestershire's highly sought-after grammar schools. The school has a 100% track record of achieving school of first choice and great care and consideration is given to ensure each child enters the senior school best suited to their needs.

Children at Hatherop Castle benefit from a full and challenging curriculum with expert teaching and wide-ranging extra-curricular activities. Here they build skills, techniques and a love of learning that will serve them throughout their school career. The Castle and grounds themselves play an enormous role in the children's experience, providing a wonderful and exciting place in which to spend their childhood, where they can play, explore, build confidence and take risks in a safe environment.

Since joining the Wishford Schools group, the school has begun an extensive programme of investment and refurbishment, with improvements to classrooms, boarding accommodation and the common parts of the school, as well as upgraded IT facilities and investment in staff. In June 2016 a new Performing Arts Centre was completed, providing an outstanding rehearsal and performance space for music, drama and dance. The school has recently secured control of a large walled garden which is to be developed to provide additional play space for the Nursery and Pre-Prep, for horticultural use and sports facilities. The coming years will see significant further investment and the successful candidate will play an important role in setting and delivering this vision.

Last inspected by ISI in March 2016, the school was found to be 'Excellent' in all categories.

For more information on Hatherop Castle School, please visit: www.hatheropcastle.co.uk.



THE OPPORTUNITY

Hatherop Castle School is seeking to appoint a new grounds person as soon as possible. The primary focus will be working as part of a team and on your own initiative to maintain the school grounds and sports pitches to the required standards. It also includes some site maintenance duties such as checking playground apparatus, litter picking and assisting with the management of outdoor school events.

Making a positive impression is vital to the school, and the grounds person would play a vital role in that, allowing the full potential of the stunning estate to be realised.

The ideal candidate would be available to start from 18th March 2019, or as soon as possible thereafter.

Working hours

This is a part-time role, 3 days per week (08:00-16:30), with the possibility of overtime at peak times of the year.

Salary and benefits

The expected salary is £12,000 per annum, but is negotiable subject to experience. You also have access to the school's pension scheme, and free lunches are provided during term time.

Key Responsibilities

General

- Maintaining the lawns, flower beds, hedges, playing fields and hard court areas to a high standard.
- Planting bulbs, trees and shrubs.
- Maintaining the woodland area in a safe and healthy condition using tree management techniques as directed by the Site Manager.
- Line marking sports pitches and running tracks.
- Ensuring that all grounds equipment is maintained to a safe and serviceable condition and that the tractor shed is kept clean, tidy and secure.
- Safe use of the tractors and other equipment.
- Safe use of chemicals such as weed killer.
- Basic maintenance of the school's onsite sewage treatment plant.
- Assisting colleagues on the site maintenance team with general maintenance issues inside the school buildings if necessary.

Health & Safety

- To work with regard to Health and Safety at all times wearing correct PPE when appropriate.
- To use power tools and garden machinery safely.
- To report any damaged equipment or any potential hazard immediately.
- To comply with the requirements of Health & Safety and all relevant school policies.

General

- To ensure the good reputation of the school is maintained.
- To ensure the security of the school is maintained.
- To attend training and meetings as necessary.
- To carry out any other duties within the scope of the post.
- To carry out other reasonable tasks as directed by the Site Manager or Business Manager.

Performance Reviews

Performance Review meetings will take place annually.

Holidays

A holiday entitlement of 20 days per year, which should normally be taken within school holidays.

Vetting requirement

The post holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding Staff Behaviour Policy Statement 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 children in the school s/he must report any concerns to the Headmaster.

An enhanced DBS disclosure and references will be required for this post

NO CV'S - APPLICATIONS WILL ONLY BE ACCEPTED ON THE SCHOOL'S APPLICATION FORM.

Person Specification

Qualifications and Experience	<ul style="list-style-type: none">• Basic level of education, pleasant and courteous manner.• Experience preferred but not essential.
Knowledge	<ul style="list-style-type: none">• Understanding of safe working practices and basic Health & Safety legislation.• Sound understanding of safeguarding children.
Skills	<ul style="list-style-type: none">• Good interpersonal and communication skills with the ability to relate to children and adults.• Professional manner and approach.• Ability to work as part of a small team and on own initiative.• Ability to prioritise workload and meet deadlines whilst maintaining a high standard of work.
Personal Qualities	<ul style="list-style-type: none">• Good level of physical fitness, including the ability to lift and carry equipment from place to place.• Responsible and reliable.• Flexible and dedicated with a polite attitude.• Willingness to undertake training.
Driving Licence	<ul style="list-style-type: none">• A Category B (car) driving licence is essential.

Deadline

The deadline for applications is 7th March 2018.