



# OUNDLLE

School

## Gardener/ Groundstaff

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 840 boarding and 280 day pupils, with 260 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 600. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

The School is spread throughout the historic town of Oundle, which is situated approximately 12 miles from Peterborough. The school owns and maintains extensive grounds, gardens and sports surfaces, which are fully used throughout the year.

The purpose of the role is to undertake grounds and gardens preparation and maintenance duties under the control of supervisor to provide first class sports facilities and amenity areas as provided by the department for the school. The role involves seasonal overtime requirements which will be based on a rota and include evening and weekend work.

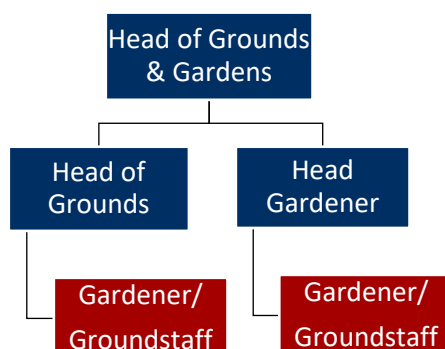
Though the role of gardener and grounds staff have specific horticultural requirements, both gardeners and grounds staff are part of the same team, and as such will from time to time be requested to fulfil department duties other than that defined by their title, and indeed other duties as requested, to help other departments of the school

Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service



## Role details

Working within the Grounds and Gardens team, the role holder will report to the Head Gardener or Head of Grounds, and is responsible for Nil.



The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

- Maintain effective communication with their supervisors in all aspects of their work.
- Required to maintain a good working relationship with colleagues and other employees of the school projecting a friendly and cooperative attitude to school staff and visitors.
- Demonstrate a duty of care for their personal safety and other's that may be affected by their actions. Required to adhere, to all relevant Health and Safety legislation and Codes of Practice.
- Undertake internal training programmes and courses, which are both industry specific, and industry related as required.
- The preparation, planting and maintenance of grassed, tree and shrub areas to include litter picking.
- The maintenance of open spaces, lawns and flower beds to the required standard.
- The preparation by cultivation, turfing or seeding of grassed areas.
- The maintenance of grassed areas by powered and unpowered equipment.
- The control or elimination of weeds and unwanted vegetation by the use of powered and unpowered equipment to include the correct use of chemical control where qualified.
- To carry out effective routine adjustment of tools and equipment, thus preventing undue wear.
- To carry out hard landscaping work and minor building construction work including stonework, blockwork, brickwork, and fencing and assisting skilled staff on these projects.
- The safe use and maintenance of all powered and non-powered machinery and equipment as used by the department, informing the supervisor of any defects.
- The safe use of all powered and non-powered hand tools as used by the department informing the supervisor of any defects.
- To undertake snow clearance and de-icing duties as required.
- To maintain paths and driveways and keep clear by powered and / or manual equipment the collection of fallen leaves.
- The construction, setting out and maintenance of sports facility equipment, e.g. goal posts.
- The creation, measurement and marking out of sports facilities.

- The preparation and maintenance of synthetic sports surfaces and hard courts.
- To undertake propagation, irrigation and watering duties as required.
- To ensure the security of all Grounds and Gardens Department buildings, sheds and storage containers.
- Paperwork: Staff are required to submit all necessary paperwork, for example, timesheets, absence paperwork, holiday forms, machinery and equipment documentation, with honesty and in accordance with the requirements of the school and the department.
- To carry out/contribute to staff objective setting and appraisals where necessary.
- To carry out any other duties commensurate with the post as may be reasonably required by the line manager.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

**These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.**

## Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
No formal qualifications are required, capable of benefiting from internal courses	•		Application form Interview
A current valid driving licence	•		
Industry specific qualifications		•	
Proven Health and Safety awareness e.g. First Aid courses and qualifications, manual handling, access equipment training.		•	
First Aid at Work qualification		•	
Skills and Experience	Essential	Desirable	Method of assessment
Working experience of using light equipment and machinery used in grounds and garden maintenance	•		Application Form Interview Assessment Exercise* References
Formal gardening or grounds maintenance experience.		•	
Formal horticultural qualifications.		•	
Tractor / trailer and self propelled amenity machinery experience.		•	
Mechanical knowledge and proven ability to undertake machinery maintenance.		•	
Personal qualities	Essential	Desirable	Method of assessment
Able to work with minimum supervision when required.	•		Application Form Interview Assessment Exercise* References
Able to work as part of a team when required and maintain a good working relationship with colleagues.	•		
Able to work outdoors in all seasons.	•		
To be able to use own initiative to resolve minor problems.	•		
To be attentive to detail.	•		
To maintain a tidy presentation and appearance on behalf of the department and the school as defined by The School dress code.	•		
Able to carry out manual work which will include some medium level lifting and stretching.	•		
Able to work at height.	•		
Manual dexterity.	•		
Able to not only maintain an effective working relationship with colleagues and supervisors but to contribute to an effective team spirit and identity within the department to project the School in a positive manner.		•	

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

**How to Apply:** Candidates should complete and submit an Oundle School Application that can be found on our website

<https://www.oundleschool.org.uk/vacancies/>

E-mail: [recruitment@oundleschool.org.uk](mailto:recruitment@oundleschool.org.uk)

Post: Recruitment Team, The Bursary, Church Street, Oundle School, Oundle, PE8 4EE

Closing date for applications is Monday 28<sup>th</sup> October 2024, 9am

Candidates should familiarise themselves with the School's recruitment and associated policies on the School's Employment Opportunities website.

## Information for applicants

Start date	As soon as possible, subject to clearance of pre-employment checks (typically 4-6 weeks) and notice period.
Hours of work	7:30am to 4:00pm Monday to Friday. 40 paid hours per week. You are entitled to one 30 minute paid meal break and one 30 minute unpaid meal break daily.
Contract term	Permanent, subject to a six-month probationary period.
Remuneration	£24,107 per annum. You will be paid each month through the year.
Annual leave	21 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff. No leave can be taken one week before the start of Lent Term, one week before the start of Summer Term and two weeks before the end of Summer Term (Speech Week Programme)
Other	We also offer: <ul style="list-style-type: none"> <li>• Excellent working conditions</li> <li>• Group Personal Pension Plan</li> <li>• Life Assurance scheme</li> <li>• BUPA Wellbeing Expenses Plan</li> <li>• Access to some discounted tickets to the Stahl Theatre and Music Productions</li> <li>• Access to the swimming pool, health centre and sports facilities</li> <li>• Cycle to Work scheme</li> <li>• Free light lunch available for staff during School term times</li> <li>• Free car parking</li> </ul> <p><i>Some of the above are non-contractual</i></p>