



The Richard Pate School

Groundsperson - Information Pack

Title:	Groundsperson
Reports To:	Bursar
Employment:	Employed (Permanent), Part-time, 52 weeks per year.
Hours:	20 hours per week, working 07.00 - 11.00 Monday to Friday*. (*Some flexing of hours may be required, working slightly longer hours in summer months and slightly less in winter months)
Salary:	£24,027 – £24,790 (Full-time Equivalent) dependant on experience.
Benefits:	<ul style="list-style-type: none">• 28 days paid holiday leave (rising to 33 after 5 years), plus Bank Holidays, plus additional discretionary leave over the Christmas shut-down period.• Pension scheme with 6% employer contributions• Sick Pay Scheme• Work mobile phone• Free parking on site• Subsidised lunches during term time.• Cycle to Work Scheme and Employee Assistance Programme• Training, Personal Protective Equipment
Start Date:	As soon as possible

About Us

The Richard Pate School is owned and operated by Pate's Grammar School Foundation. It is a successful co-ed independent day school for 3-11 year olds in Cheltenham, offering children a broad education in modern, purpose-built facilities which include specialist Art, Science and IT classrooms, and a separate Nursery building. The School provides a varied extra-curricular programme, and also offers a Breakfast Club and After School Care. The school has its own minibus.

Outdoors, the school is set within a beautiful 11 acre semi-rural location, and enjoys its own woodland, pond area, floodlit Astro pitch, hardstanding netball/tennis courts and extensive playing fields accommodating a range of pitches. In addition, the Nursery and Reception classes open onto their own outdoor learning areas.

We are seeking an individual with grounds maintenance skills and experience, who will be responsible for upkeeping the school grounds, and preparing and maintaining sports pitches. A willingness to be flexible and assist with a range of other general support tasks around school is also an important aspect of the role.

The Groundsperson works from a large garage, containing a work bench and a range of equipment including mowers, strimmer, leaf blower; ride-on tractor, pressure-washer.

Job Description

Scope and Purpose

Our Groundsperson has an important role to play in ensuring that the school grounds are safe, functioning and welcoming spaces for pupils, staff and visitors. This is achieved through delivery of a range of grounds maintenance tasks, including: mowing; planting; weeding; strimming; spraying; pruning; watering; leaf blowing/vacuuming and jet-washing. The school also employs specialist tree contractors, whom the Groundsperson works alongside.

The Groundsperson is also responsible for preparing and maintaining pitches, courts and tracks, including line-marking and setting up and repairing nets and goals, in consultation with PE and Games staff.

Further Responsibilities and Tasks

The Groundsperson will also be required to:

- Assist the Site Manager with gritting and snow clearance, in the event of severe weather, to ensure paths and road surfaces are safe. The school has a small tractor with snow plough for this purpose.
- Clean and maintain grounds machinery and equipment, and safely store products used. The role requires the use of a range of potentially hazardous equipment and products, requiring careful handling and storage (e.g. fuel, oil, weed-killers). Training will be given.
- Carry out and record a range of regular grounds-related checks, as well as equipment pre-use checks. The Groundsperson is responsible for ensuring all relevant health and safety standards are adhered to (e.g. regarding the wearing of Personal Protective Equipment, manual handling, Control of Substances Hazardous to Health). Training will be given, and essential PPE supplied.
- Drive the empty minibus on occasions – to fill up with fuel, or for scheduled inspections or services.
- Assist the Site Manager with tasks around school (e.g. fence repairs, building the school stage for performances, moving tables into/out of storage).
- Complete all mandatory training relevant to the post.
- Undertake any other duties that may reasonably be required of them in the post.
- Demonstrate commitment to safeguarding and promoting the welfare of children, including but not limited to completing safeguarding training as required, and ensuring any safeguarding updates issued by the school are read and understood.

The ideal candidate will be comfortable working alone, organising their own tasks, but also happy to work as part of a team and assist with general tasks around school as required. Reporting to the Bursar, the Groundsperson works closely with other members of the Bursary team, including the Compliance & Operations Officer and Site Manager.

Person Specification

To be successful in this role, you will need to be able to demonstrate the following:

Qualifications, Skills and Experience

- Previous general grounds maintenance experience (essential).
- Basic gardening knowledge (essential)
- Previous experience of marking out and maintaining pitches (desirable).
- Previous experience working in a school (desirable)
- A valid clean UK driving licence, and ability to drive work-related vehicles (essential). DI Licence (desirable).
- Previous health and safety training relevant to the role (desirable).
- Able to keep accurate records of statutory checks undertaken (essential).
- Basic IT literacy, with the ability to complete online training modules (essential).

Knowledge and understanding

- Previous qualifications or training relevant to the role (e.g. in the safe use of equipment) (desirable)
- Awareness of relevant Health and Safety legislation and guidance (desirable).
- Commitment to undertake all required health and safety training (essential).

Personal characteristics

- Punctual, dependable, polite, with a good sense of humour.
- Organised, enthusiastic, self-motivated and takes pride in your work.
- Enjoys working outdoors, largely on your own, but also as part of a team.
- A positive approach to work and a 'can do' attitude.
- Good verbal and written communication skills.
- Flexible approach, willing to provide general support around school as required.
- Sufficiently physically fit to be able to undertake the physical aspects of the role.
- Willing to undertake all training required to undertake the role.

Safeguarding and Probation

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. In accordance with the DfE's Keeping Children Safe in Education 2024, references will be sought on all short-listed candidates prior to interview, and online checks undertaken.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

The successful applicant's appointment will be subject to successful completion of a one year probationary period.

Further Information

Please let us know if you have a disability and require reasonable adjustments for any part of the recruitment process.

Up to date information and policies (including 'Recruitment, Selection and Disclosures Policy and Procedure, including Policy on the Recruitment of Ex-Offenders and Recruitment Privacy Notice') may be found on our website, www.richardpate.co.uk.

Should you wish to discuss any of the detail contained within this information pack, please contact our Bursary on 01242 522052.

How to Apply

To apply, please download an application form from our website (www.richardpate.co.uk), or call Mrs Wray in the Bursary (01242 522052) for a paper copy of an application form.

Please post completed application forms to the following address:-

Bursary
The Richard Pate School
Southern Road
Cheltenham, GL53 9RP

Alternatively, e-mail completed application forms to: bursar@richardpate.co.uk

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

Applications must be received by noon on Tuesday 7 January 2025.

Interviews will be held on Wednesday 15 January 2025

Start Date: as soon as possible

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Pate's Grammar School Foundation is an equal opportunities employer.