

Information for applicants

Head of Grounds



Department:	Estates
Responsible to:	Estates Manager
Hours of work:	Annual average of 37.5 hours per week. Core working hours are Monday to Friday but the nature of the role means some weekend working will be required. Specific working hours will be seasonal: April to September – 7.30am to 4.30pm November to February – 8.00am to 2.30pm October and March – 8.00am to 3.00pm
Grade/Salary:	£27,981 - £31,704 p.a. depending on qualifications and experience

Overall purpose of the post:

- To lead the school grounds team to ensure that the grounds across the whole School site are maintained to the highest possible standard throughout the year.
- To provide a professional standard of care and management of the School sports facilities, gardens, boundaries, paths and roadways.

Key responsibilities:

- Responsibility for the preparation and renovation of cricket wickets and outfield, sports pitches and athletic facilities.
- Maintenance and preparation of synthetic and all-weather sports surfaces.
- Responsibility for the maintenance and care of all school lawns, gardens (including house gardens), seasonal bedding of flower beds/borders, roads, paths, hedges, shrubs and trees.
- Leadership, management and supervision of all staff employed in the Grounds Department.
- Weekly meetings with Director of Sport and other sports staff as required to ensure the needs of the sports department are understood and to discuss on-going requirements and progress to date on grounds and sports facilities.
- Day to day maintenance and care of all grounds and gardening tools, equipment and machinery including tractors, ensuring maintenance schedules are up to date and followed. Planning and procurement of replacement machinery.
- Control of budget expenditure for the Grounds Department.
- Produce and implement work schedules for grounds and gardens.
- To ensure the control, safe storage and usage of all chemicals (including fertilisers and weed/pest control agents) required for use in the Grounds Department.
- Maintaining records on all machinery, tools and equipment, including details of servicing, repairs and breakages and other such records as may be required.
- Driving and operating all machines allocated for use by the grounds staff.
- To ensure safe systems of work and risk assessments are in place for all core activities, that relevant health and safety legislation is understood and good practice maintained by the grounds staff. To ensure proper record keeping is undertaken.
- Snow clearing and gritting in severe weather.
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The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo checks with the Disclosure and Barring Service.

All staff at St Peter's School are required to observe all relevant Health and Safety, Equality and Data Protection legislation and procedures.

Note: This job description is not a comprehensive definition of the post and the post holder will be expected to undertake any other tasks commensurate with the duties and responsibilities of the post. The job description will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the post holder.

Post: Head of Grounds
Department: Estates

Criteria	Essential	Desirable	Assessment
Experience	<ul style="list-style-type: none"> Recent and relevant supervisory experience within a similar environment. Proficiency in the use of tractors, ride-on and pedestrian grass cutting machinery, powered hand tools such as brush cutters and hedge trimmers. 	<ul style="list-style-type: none"> Working within a similar educational environment 	Application/Interview
Qualifications	<ul style="list-style-type: none"> To hold a recognised Horticultural / Sports Turf qualification to a minimum of Level 3. To hold a current driving licence. 	<ul style="list-style-type: none"> To be a member of the Institute of Groundsmanship. LANTRA tractor driving qualification. Chainsaw qualification. Hold PA1, PA2, PA6(a) certificates for handling and applying pesticides. Relevant Health & Safety qualifications. 	Application
Specialist Knowledge	<ul style="list-style-type: none"> Familiarity with all aspects of grounds / sports fields maintenance and soft landscaping. Related health and safety legislation Computer literate with a good working knowledge of Microsoft Outlook, Word and Excel. 	<ul style="list-style-type: none"> Familiarity with general aspects of hard and soft landscaping, proficiency in the use of related equipment. 	Application/Interview/Reference
Skills and Abilities	<ul style="list-style-type: none"> Able to work on own initiative and organise others' work. Able to meet deadlines and work to pre-set timescales. Able to both lead and work as a member of a team. Enthusiasm and commitment. Positive attitude to Health & Safety. 		Application/Interview/Reference
Personal Attributes/ Competencies	<ul style="list-style-type: none"> Excellent people skills with the ability to engage with staff, parents and pupils Effective communicator both verbally and in writing. A commitment to safeguarding and protecting children and young people. Able to work flexibly to meet the requirements of the post, including evening and weekend work. Able to work in conjunction with all other trades within the Estates Department. 		Application/Interview/Reference

How to Apply

To apply for this post, submit a school application form, completed in full, with a covering letter. Please do **not** send CVs, either in place of or as an attachment to the application.

For an informal chat about the post, contact:

Mr Giles Roberts, Estates Manager 01904 527326

The closing date for applications is Tuesday 23rd January 2018

About St Peter's

Background

St Peter's School, York comprises three schools: St Peter's School (pupils aged 13 – 18), St Olave's School (pupils aged 8 – 13) and Clifton School and Nursery (pupils aged 3 – 8 years). The school is fully co-educational with 1,100 pupils, of whom 158 are full time boarders and 231 are in the Sixth Form. There are over 300 teaching and support staff. It is one of very few schools in the North of England to offer three distinct phases of education, each sharply identified and focused towards the needs of its pupils at each age group and set within an overall context of trust, confidence-building, inspiration and opportunity.

St Peter's is one of Europe's oldest schools, founded in 627AD, and is ranked in the top 100 schools in the country for its academic results. The school is located within a short walk of York city centre, with its thriving cultural, educational and commercial life. Many of St Peter's facilities are modern and spacious, with playing fields adjacent to the main building that stretch down to the River Ouse.



Clifton School and Nursery, for day girls and boys aged rising 3 to 8 years, has its own building with use of extensive play areas, sports hall and swimming pool. Under the leadership of the Head, teachers use the attractive buildings and play areas to maximum advantage, teaching a broad and balanced curriculum which gives a wide variety of experiences, and emphasises the importance of basic skills. The curriculum is based on the National Curriculum and Primary Strategy, but goes far beyond this, both within the school day and during the wide range of co-curricular activities and visits outside of School.

Clifton enjoys separateness, a clear identity and its own House system. It allows smooth academic progression and provides tailor-made approaches and facilities for each age group.



St Olave's School (pronounced 'olives'), for girls and boys aged 8 to 13 years, is adjacent to the main campus of St Peter's and introduces boarding as an element of the School. Under the leadership of the Master, the teaching staff provide expertise in the 8 to 13 range, guaranteeing subject specialism to challenge and support every pupil.

The curriculum is wide and challenging with expert teaching from the earliest age. There are many opportunities for recreational and competitive sport with girls' and boys' teams enjoying success both regionally and nationally. There are

numerous co-curricular activities to choose from on a weekly basis. Music plays a central role in school life, involving the full range of orchestral instruments.

Boarding is an integral element of the School and is accommodated in Wentworth, a boarding house on the main school campus.

St Olave's has retained its own identity – a school within a school – giving all pupils a sense of pride and identity. It is recognised as a school in its own right, playing a vital role in the success of Clifton and St Peter's.



St Peter's School, for children aged 13 to 18 years, is underpinned by academic rigour and challenge. Through outstanding teaching, first rate facilities, high expectations and sheer determination on the part of its pupils, St Peter's achieves considerable success across a broad curriculum.

The four vibrant and successful boarding houses for boys and girls lend vitality to the pastoral life of the School. Inspiration from living in close proximity to a cultured and historic city adds further richness to the pupils' lives. The Ofsted inspection of Boarding in December 2010 found the School's provision to be Outstanding.

The School Chapel stands at the centre of the campus and regular services (three mornings a week) give pupils and staff the opportunity to reflect together on the spiritual values of the community and on the meaning and significance of what is happening locally, nationally and globally.

Music, Art and Drama are central to the cultural and academic depth of the School. The Sports programme is extensive, providing a wide range of choice for both girls and boys. Results are excellent, and St Peter's pupils' co-curricular achievements are considerable. The excellence of the teaching and facilities allows pupils to thrive.

The school's website can be visited at www.stpetersyork.org.uk. The most recent inspection report is available on the [ISI website](#).

About York

St Peter's School is situated five minutes' walk away from York's compact city centre. York is one of the oldest and most beautiful cities in Europe, famous for its gothic Minster and winding medieval streets. York has won a number of tourist awards and further details are available on [the Visit York website](#). York is regularly voted as one of the best places to live in the UK. Such is the size and layout of York, walking and cycling are ideal ways to get around, including taking in the famous sights of this historic city; an ancient Roman and Viking capital.

York is a central rail hub between Edinburgh, London and Manchester. The main railway station is only a 15 minute walk from the School. In addition it has a large variety of restaurants, pubs, theatres, cinemas, parks, museums and galleries, and life in York is always interesting, by day or by night.

Finding somewhere to live is also comparatively easy. York's rental sector is in good health, though demand remains high. If you are trying to buy you will find York prices are around the national average.

York is a family friendly city. Attractions such as the Jorvik Viking Centre, the Barley Hall, the York Dungeons, the National Railway Museum and the York Chocolate Story are immensely popular with people of all ages.

The city lies in the Vale of York, a valley that runs north to south between the heathery North Yorkshire Moors to the east and the famous Yorkshire Dales to the west. Both areas offer an excellent escape for walkers, cyclists, climbers – indeed anyone with a love of fresh air and rolling countryside.

A guide to the City of York can be found at <http://www.visitork.org/>

Employee benefits

Our vision is to be a happy, thriving 3-18 co-educational day and boarding school community that combines a classical, high quality, all-round education with a forward-looking and exciting approach to learning.

Our staff are the key to our success. It is their expertise, enthusiasm and commitment that is reflected in our high standards and continued success. In return, we offer all our colleagues a competitive total reward package from day one of their employment with us.

Annual Leave

Teaching Staff – Teachers will normally be entitled to take as annual leave all school holidays except for such time as may be reasonably required to carry out additional duties during the school holidays. This includes staff INSET training. Public holidays occurring when the School is in session are working days.

Support Staff - Employees on all-year round contracts are entitled to a basic entitlement of 25 days paid annual leave each year plus public holidays (public holidays occurring when the School is in session are working days). Part-time or term time employees receive a pro-rata allowance of annual leave. This rises to 27 days after 5 years of service.

Childcare Vouchers

Eligible employees can join our Childcare Voucher Scheme that allows tax and National Insurance savings through a salary sacrifice arrangement. This scheme is available for employees with children up to fifteen years old (or sixteen years old for disabled children).

A salary sacrifice arrangement is an agreement between an employer and an employee to change the terms of the employment contract to reduce the employee's entitlement to cash pay. This sacrifice of cash entitlement is in return for some form of non-cash benefit. Salary sacrifice is financially beneficial for the employee as tax and national insurance contributions are not paid on the non-cash benefit.

Cycle to Work Scheme

Eligible employees can join our Cycle to Work Scheme (also a salary sacrifice arrangement) that allows tax and National Insurance savings on the purchase of a bicycle (and related equipment).

Discounted school fees

A discount on school fees is offered to eligible staff for a maximum of two children at a time, if a place is available and entry requirements are met. The discount is offered for children at St Peter's and St Olave's Schools only.

For part-time staff the discount would be pro-rata based on the employee's working hours.

Enhanced Maternity Pay

After one year's continuous service with the School by the 11th week before the EWC, you will be entitled to receive enhanced maternity benefits as well as Statutory Maternity Pay (SMP).

You will receive the following benefits for a fixed period of 39 weeks:

First four weeks of absence	Full pay
Following two weeks	90% of average weekly earnings
Following 12 weeks	Half pay, plus Statutory Maternity Pay (SMP)
Following 21 weeks	Statutory Maternity Pay (SMP)

Free School Lunches

Staff can enjoy a free meal during the lunch period in the School Dining Room. Lunch is provided on normal working days during term time. A selection of hot and cold food, beverages and sandwiches are available.

Parking

There is extensive free parking available to staff on the school site.

Pension

For teachers, their employment with the School is pensionable under the Teacher's Pension Scheme. Teachers are automatically enrolled when required by law. Both the teacher and the School will make the appropriate contributions based upon the teacher's pensionable salary.

Eligible support staff are automatically enrolled into the St Peter's School Pension Scheme. Those who do not meet the government criteria for eligibility will be given the option to join/opt in. The School pays a contribution of 12% of the monthly salary and the employee is required to pay 6%.

School Chapel

School Chapel is available to former pupils, staff and people connected the school for weddings, christenings and other appropriate events. Extensive grounds and gentle green lawns provide an excellent location for a marquee or champagne reception. The School is licensed for regulated entertainment and the Memorial Hall is ideal for evening functions.

Sick Pay

Where employees are unable to attend work due to sickness, there is a provision for sick pay. The amount of sick pay increases according to the employee's length of service and current contract.

Sports Facilities

All staff can use the school sports facilities free of charge when they are not in use by the pupils. This includes a modern gym and swimming pool.

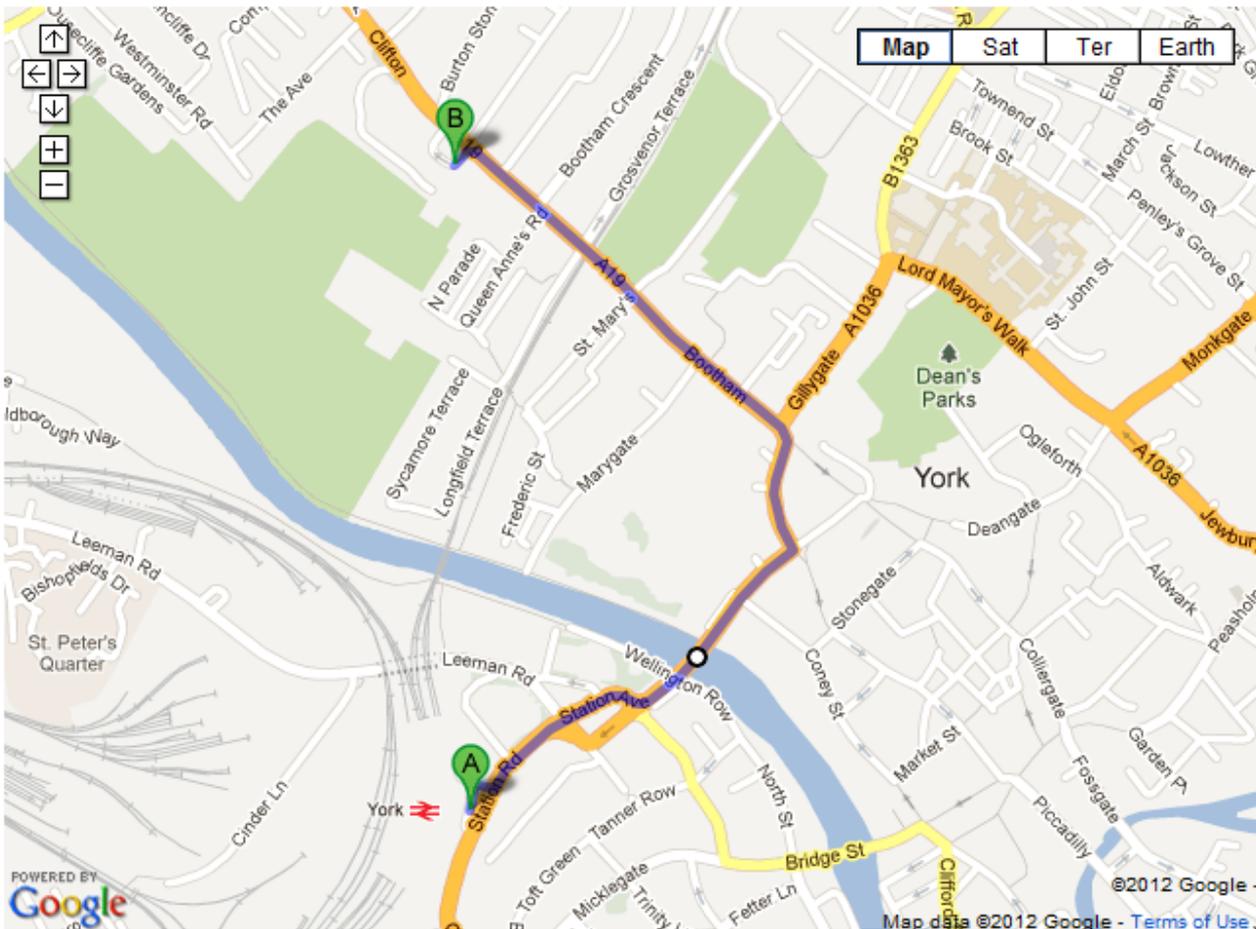
Training and Development

Our employees are encouraged to continually develop their skills and knowledge. Training and development opportunities may include gaining a professional qualification and other learning opportunities.

How to find us

You can find St Peter's School, York, at YO30 6AB.

The School (point B) is less than fifteen minutes on foot from York Railway Station (point A).



By car:

From York City Centre: Take the Thirsk Road (**A19**) at the Bootham Bar traffic lights. The school is 700m on the left, immediately after the footbridge.

From the A64: Take the Northern Ring Road (**A1237**). At the **A19 roundabout** turn towards the city centre. The school is two miles on the right, 300m after Clifton Green. Turn right into the school immediately before the footbridge that crosses the road.

Parking is available on site.