



# THE BEACON

Guiding the next generation



# GROUNDSKEEPER

Full time  
with potential for on-site accommodation

---

For February 2025



## INTRODUCTION

---

The Beacon is a leading independent day school for boys aged 3-13, set on an 18-acre site within the Chilterns countryside, located in Chesham Bois, Amersham.

The school was founded in 1934 by its first Headmaster, Stanley Fieldhouse, opening on its current site with just 5 boys. Today, The Beacon has circa 510 pupils from Nursery to Year 8.

## GUIDING THE NEXT GENERATION

---

The Beacon prides itself on academic excellence, abundant opportunities and our ability to identify an individual's potential; preparing them for what's now, what's next, and wherever life may take them.

## ACHIEVE ACADEMICALLY. PROSPER PERSONALLY.

---

From the first steps to the last exam, our team of inspiring teachers and staff deliver best-in-class education in an enriching and enlightening environment.

We ensure that every experience at The Beacon is about becoming a Beacon boy for life.

## THE BEACON VALUES

---

Our values are embedded into Beacon Life.



# WELCOME FROM THE HEADMASTER

---



Dear Applicant,

Thank you for your interest in our role of [Groundskeeper](#) at The Beacon.

We are seeking a hardworking team player with proven skills in groundskeeping and experience of maintaining outdoor sports facilities. Applicants will need to be prepared to work in all weather conditions and help out more generally as required as part of a small busy team.

The ability to drive the school minibus as part of the role is essential. If you are considering relocating, there are also a few staff flats on site which are sometimes available.

The Beacon is a large prep school for boys aged between 3 and 13, with superb facilities and resources that support a forward-looking educational environment. The school occupies an 18-acre site in leafy Chesham Bois near Amersham and is accessible by Chiltern Railways and Met Line.

To give you a flavour of life at The Beacon, please look at our website [beaconschool.co.uk](http://beaconschool.co.uk). Here, you will find our Safeguarding and Child Protection Policy among other useful policies on the 'policies' page.

The Beacon is an exceptional school, and we seek exceptional people. I look forward to hearing from you.



Nick Baker

**Headmaster**

#### IMPORTANT NOTE:

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy*
- *The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack*
- *The post is exempt from the Rehabilitation of Offenders Act 1974*



# JOB SPECIFICATION

---

**Job Title:** Groundskeeper

**Reporting to:** Facilities Manager

**Hours:** Full-time, 40 Hours per week, Monday- Friday 8:00 am- 4:00 pm, 52 weeks per year.

## **Job purpose**

To ensure the general grounds across the school site and the school's sports areas are well-maintained and meet health & safety requirements.

- To carry out:
  - routine inspection and maintenance of grass areas and outdoor sports facilities
  - landscaping such as planting, keeping borders and external walkways tidy, mowing, scarifying and aeration, pruning and weeding
  - marking out pitches etc for sports activities and events
  - leaf clearance, gritting and snow clearance
- Ensure proper care and maintenance of flower beds, trees, shrubs, hedges, fences, pathways, and ditches
- Maintain sports facilities (both grass and astro/MUGA) ensuring they are in optimal condition for the various activities
- Meeting with Head of Facilities and/or DFO regularly to assess grounds needs and any issues
- Operate and maintain all groundskeeping equipment eg lawnmowers, trimmers, tractors, snow plough ...etc
- Ensure all equipment is used safely and efficiently, conducting regular checks for maintenance needs
- Adhere to health and safety guidelines in all groundskeeping activities, including identifying and addressing potential safety hazards on the school grounds.
- Assisting with the School's needs for driving school transport

As required: Work alongside the Facilities/Estates team to carry out other non-grounds duties such as undertaking:

- carparking duties
- preparation for exam set ups, productions, events, re-opening of school etc
- furniture and equipment movement

***You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.***





# SAFEGUARDING

---

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; following the school's safeguarding policy at all times and using the internal systems/contacting the DSL for monitoring safeguarding, wellbeing and pastoral issues

Please Note:

- *The role may bring you into contact with children and as such a level of responsibility for children. The role constitutes regulated activity with children.*
- *In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.*



## PERSON SPECIFICATION

---

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• previous experience of working in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>• experience of working in a school</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to drive the school minibus</li> <li>• Excellent communication skills, at ease with dealing with young people , staff and parents/ visitors</li> <li>• Ability to remain calm and professional in all situations</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of Health &amp; Safety</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Committed to the safety of self and others</li> <li>• Hardworking</li> <li>• Friendly and approachable</li> <li>• Self-motivated and versatile</li> <li>• Excellent role model</li> <li>• Highly professional with positive outlook</li> <li>• Team player</li> <li>• In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values and principles that we wish the boys to learn.</li> <li>• An unwavering commitment to safeguarding</li> </ul>	



## THE PROCESS

---

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

There is a requirement to complete the school's Application Form. Please complete/download from the [website](#) send a copy of your completed Application Form and covering letter by e-mail to: [recruitment@beaconschool.co.uk](mailto:recruitment@beaconschool.co.uk)

Closing date for receipt of applications: **Monday 10 February 2025**. Interview date to be confirmed. *We would encourage you to submit your application early as we reserve the right to close vacancies earlier than the deadline – if, for example, we receive a number of applications of interest early on.*

Please note: **CVs cannot be accepted**. Whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification.

## CONTACTS

---

**Address:** The Beacon, 15 Amersham Road, Chesham Bois, Amersham, Bucks, HP6 5PF

**Telephone:** 01494 736165

**Email:** [recruitment@beaconschool.co.uk](mailto:recruitment@beaconschool.co.uk)

**Website:** [beaconschool.co.uk](http://beaconschool.co.uk)

