



# THE PERSE SCHOOL CAMBRIDGE



## Grounds & Gardens Operative

Full time/Part time/Apprenticeship

CANDIDATE PACK





Due to continued growth in our Estates department, we have a vacancy for a Grounds and Gardens Operative. We can be flexible with working hours, to include full time (37.5 hours/week) and part time; an apprenticeship is also available along with CPD training opportunities.

The Perse comprises three schools; the Upper, Prep and Pelican, and operates across five sites in and around Cambridge, including the Porson Road and Abington playing fields. The School has some 1,750 pupils on roll and employs approximately 480 staff.

In addition to the day to day operation of the schools the Perse oversees a busy programme of events, holiday camps, community outreach activities and commercial projects including the hire of its facilities to third parties. Continuous improvement and development are at the heart of the School's approach. The safety of pupils, staff and visitors to the site is paramount.

The Estates Department is led by the Director of Estates and forms part of the Bursary. The department is responsible for maintaining and improving the school estate, including all grounds and buildings.

This role would be part of the Grounds and Gardens department, which is responsible for the maintenance of 76 acres across the Perse Upper School, Prep School, Pelican School, Porson Road sports field and the Perse Playing Fields at Abington. Using the department vehicles, the team works flexibly across all sites.

## Safeguarding

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.

## JOB DESCRIPTION

### Responsibility

As a member of the support staff, the Grounds and Gardens Operative's ultimate line manager is the Bursar, although day-to-day responsibility will be to the Head of Grounds and Gardens.

### Job Purpose

To assist in the day to day upkeep of the hard and soft areas of the grounds and gardens, to ensure that the sports pitches are safe and fit for use and that all areas appear well maintained and aesthetically pleasing across all sites. This will include work on flower beds, pots, baskets and any other planted areas.





## Key Responsibilities

### General

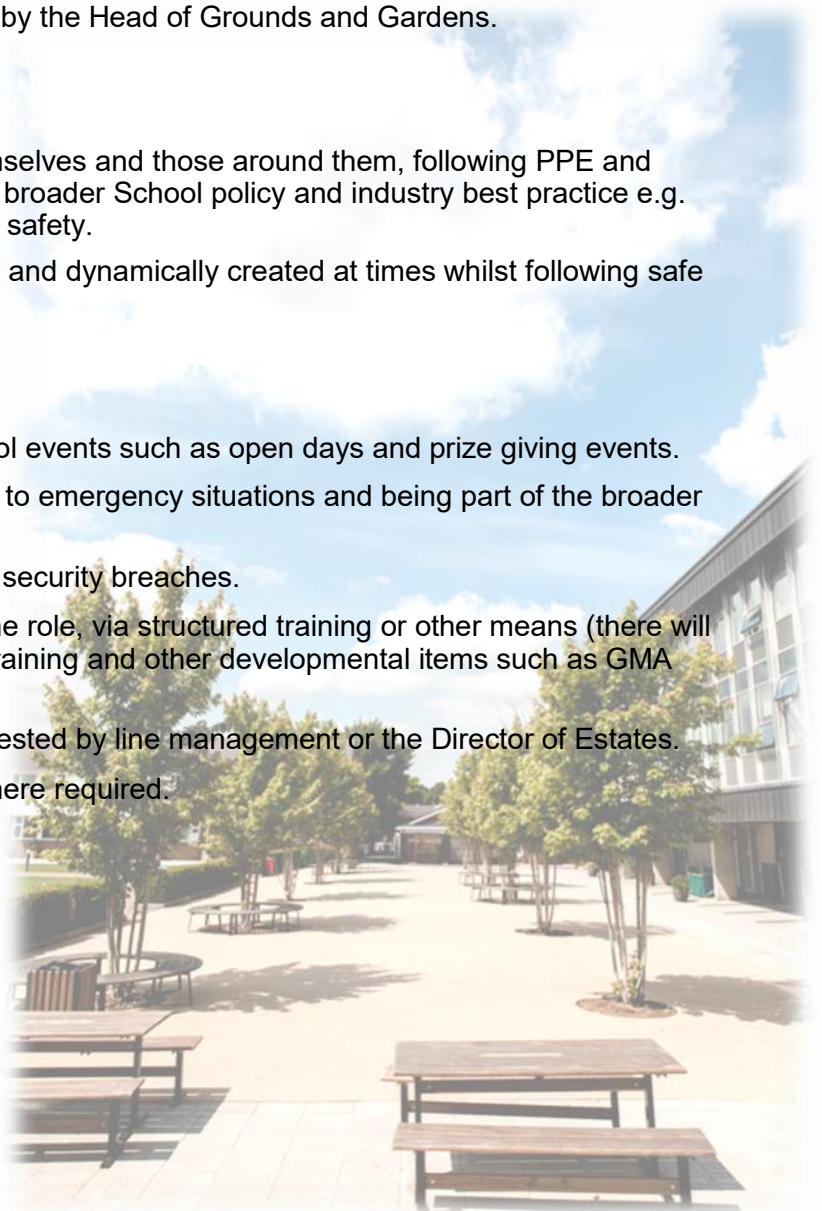
- Maintenance of the sports turf including cutting, rolling, strimming, scarifying, aerating, watering, seeding, top dressing etc.
- Assisting with gardens work including planting, weeding, pruning, watering etc.
- Marking out of the pitches including erection of goals/nets, corner flags and boundary markers in line with the School calendar.
- All aspects of cricket pitch preparation, maintenance, marking and renovation.
- Maintenance of paths, borders, hedges and roadways.
- Leaf clearance and removal.
- Early morning clearance of snow and ice from the pathways, pavements and roadways to ensure safe access for pedestrians and vehicles.
- Early morning and late afternoon gritting and salt application.
- Maintenance of artificial all weather surfaces.
- Minor machinery maintenance.
- Trees/shrub planting and maintenance as required.
- Maintenance of bark chipped areas including reapplication and sweeping.
- Keeping records up to date as required by the Head of Grounds and Gardens.

### Health & Safety

- To ensure the health and safety of themselves and those around them, following PPE and COSHH procedures and working within broader School policy and industry best practice e.g. working at height, safeguarding and fire safety.
- Ensuring risk assessments are followed and dynamically created at times whilst following safe systems of work.

### Other

- To be available if required for key School events such as open days and prize giving events.
- To offer a flexibility of approach relating to emergency situations and being part of the broader Estates Team.
- To report and if appropriate amend any security breaches.
- To be willing to continually develop in the role, via structured training or other means (there will be an expectation to undertake online training and other developmental items such as GMA courses).
- To undertake any item reasonably requested by line management or the Director of Estates.
- To assist with contractor supervision where required.





## Commitment to Safeguarding

All staff must understand their responsibilities to safeguard and promote the welfare of children and young people. This will include:

- Promoting and safeguarding the welfare of children and young people at all times, in line with the school's Safeguarding Policy, the Code of Conduct and the statutory guidance Keeping Children Safe in Education (KCSIE).
- Reporting any safeguarding concerns to the Designated Safeguarding Lead (DSL), or a Deputy DSL (DDSL), in line with school procedures.
- Undergoing required safeguarding training and remaining up to date with safeguarding policy updates in line with the timescales required.
- Exercising professional judgement when handling and sharing information and content, ensuring that no material compromises the safety, dignity or privacy of children or young people.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>		
Full UK driving licence	•	
Trade relevant NVQ or similar		•
<b>Experience</b>		
Previous experience in Grounds work		•
A knowledge of maintaining sports pitches, particularly cricket wickets		•
An understanding of H&S best practice relating to COSHH and manual handling		•
<b>Skills/attributes</b>		
Honest and reliable with excellent timekeeping	•	
Self motivated with an ability to use own initiative	•	
Ability to show flexibility regarding working hours to complete essential tasks on time	•	





## Job Specific Terms and Conditions

### Working Hours

We can consider full time, part time and flexible hours. Working times and holidays are to complement the broader team and are to be agreed by line management.

You may be required to work such additional hours as the needs of the job require. Where appropriate, time off in lieu or overtime payment may be given, with the agreement of your line manager and the prior approval of the Bursar.

### Apprenticeship

We would consider offering this role either as an Apprenticeship, or with the opportunity to undertake professional qualifications.

### Salary

The salary for this role is up to £30,915 per annum (full time equivalent). The starting salary will reflect the experience and skills of the appointed candidate.

### Holidays

Paid holiday entitlement is 30 days plus bank holidays per annum, with 5 days to be taken at Christmas and the balance as agreed with the Director of Estates.

### Further benefits

- Pension scheme with employer contributions of 13.75;
- Death in service of 3 x salary;
- Free lunch in term time and certain periods of the school holidays;
- Free on site parking (subject to availability);
- Cycle to work scheme;
- Free access to fitness suite and swimming pool during times set aside for staff only use.





## Application process

Please click [How to Apply](#) which links to the vacancies section of the website to register/sign-in and submit your application. Any queries regarding the application process should be directed to the HR Department at [recruitment@perse.co.uk](mailto:recruitment@perse.co.uk).

## Closing Date

The closing date for applications is **Friday 10th April at midday**, but applications will be considered as they are received; The Perse School reserves the right to make an appointment before the closing date.

## Safer Recruitment

The Perse School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

## Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

