



## **Grounds Assistant**

### **Information for Applicants**

## GROUNDS ASSISTANT

Summer Fields is a boarding and day school for approximately 330 boys aged 4 to 13 years. The school is situated in Summertown, two miles north of the centre of Oxford and has 70 acres of superb grounds. Summer Fields has always held a strong academic tradition and in recent years boys from Summer Fields have won major scholarships to Eton, Harrow, Radley and Winchester.

We are looking for a Grounds Assistant to assist with the preparation and maintenance of sports pitches and the general maintenance of the grounds. The school's motto is "a healthy mind in a healthy body" and as such sport and the grounds facilities are important to the life and success of the school. The school is well resourced and concentrates on football, rugby and cricket for a term each but in addition, there are many minor sports available, including the use of the school's golf course. The ideal applicant will have a particular interest in and enthusiasm for preparing and maintaining cricket squares to an exceptionally high standard but must be willing and able to work across all grounds areas as part of a small team. We are looking for someone with an appetite for learning and professional development who is keen to progress in the future.

This role is suitable for an experienced Grounds Assistant or for candidates who have recently completed an apprenticeship.

### Application Procedure

To satisfy the requirements for safer recruitment, we need to ask you for your full employment record. Details of any gaps between jobs or between finishing education and employment must be provided.

Please apply by providing the following:-

- A **fully completed application form or a full CV**, including a full employment record and contact details of at least two referees.
- A cover letter explaining your previous experience relevant to the position.
- If you have a CV you wish to send, please do so, however we also will need a completed application form **with full details of your employment history**.

If you would like further details or assistance with the application form please call the HR Manager on 01865 459238.

Application forms/CVs should be emailed to [recruitment@summerfields.com](mailto:recruitment@summerfields.com) or posted to the HR Manager, Summer Fields, Mayfield Road, Oxford, OX2 7EN.

*Summer Fields is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

## FURTHER DETAILS

### Hours and Benefits

There are two seasonal rotas and the daily hours are 8:00 – 15:30 in the winter and 7:30 – 16:00 in the summer. Saturday mornings are required on a rota basis during term-time.

Lunch is provided in the dining room during term-time. There is automatic enrolment into the school's contributory Group Personal Pension Scheme for eligible employees. Members of this scheme are also included in the Summer Fields Group Life Assurance Scheme which offers life cover of three times of annual salary. Other benefits include access to an Employee Assistance Programme, swimming club membership and free parking. Lunch is provided in the dining room during term-time.

### Probationary Period

This appointment is subject to a six-month probationary period. At the end of this period, subject to your service having been satisfactory, permanent employment with the school will be confirmed.

### Holidays

In a full year of employment, you will be entitled to six weeks of annual paid holiday including statutory holidays which fall during school holidays. Holiday dates are to be agreed with the Head of Grounds and are to be taken at times convenient to the school.

### Pre-Employment Checks

In order to ensure the safety and security of all pupils at the School, applicants must be willing to undergo child protection screening. We are required to carry out a number of pre-employment checks including:-

- obtaining references from past employers;
- checking a full history of employment and verifying reasons for any gaps in employment;
- an enhanced Disclosure and Barring Service criminal records check.
- An overseas criminal records check is required for applicants who have lived abroad for three months or more in the last five years.

Please apply by submitting a fully completed application form/full CV and a letter of application addressed to Mr James Kirk, Operations Director. Please ensure you provide your **full employment record since finishing full-time education** with details of any gaps between jobs or training.

Applications should be emailed to [recruitment@summerfields.com](mailto:recruitment@summerfields.com) or posted to the HR Manager, Summer Fields, Mayfield Road, Oxford, OX2 7EN

## JOB DESCRIPTION

**Job Title:** Grounds Assistant

**Reporting to:** Head of Grounds

**Purpose of the Job:** To maintain and prepare sports pitches and undertake general maintenance of the grounds.

### Main duties

- Prepare the grounds for the start of each term, measuring out and marking pitches (for football, rugby, cricket, tennis, croquet, athletics) and the golf course.
- Carry out the sports grounds maintenance programme and general grounds maintenance, including the astro pitch, according to the termly priorities.
- Switch over sports equipment according to the season and organise appropriate storage.
- Regularly mow the sports grounds, mark out, spring and autumn renovation and erect posts, nets, cricket frames and tennis posts.
- Basic upkeep and maintenance of mechanical machinery.
- General school grounds and garden maintenance.
- Keep driveways and paths clear and safe in severe weather conditions.
- Maintain the benches and scoreboards.
- Prepare for key events such as Sports Day and assist with car parking.

### General

- Flexible working hours will be required during term time to cater for sports events.
- Carry out duties in a safe and responsible manner and satisfy all statutory requirements.
- Ensure that equipment and materials are stored safely and in accordance with statutory requirements.
- A chainsaw qualification is required (cross cut and maintenance); it is essential to be able to operate and maintain a chainsaw properly.
- Undertake health and safety training as required, e.g. health and safety, manual handling.
- Comply with all health and safety procedures as required by the school.
- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the school's Safeguarding Policy.
- Carry out any other duties that may be reasonably requested by the Head of Grounds, Operations Director or other members of the Senior Management Team.
- This job description is indicative of the nature and level of responsibilities associated with the post. It is not intended as an exhaustive list.

**PERSON SPECIFICATION, GROUNDS ASSISTANT**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications / Attainments</b>	<p>A good general level of education.</p> <p>Qualified to operate a chainsaw or willing to undertake the qualification.</p>	<p>NVQ Horticulture or Amenity Sports or similar.</p> <p>Working towards a related NVQ or similar qualification.</p>
<b>Relevant Experience</b>	<p>Previous groundsmanship experience, or a completion of an apprenticeship.</p> <p>An interest in and enthusiasm for preparing and maintaining cricket squares with dedication to maintaining high standards in this area.</p> <p>A good command of the English language.</p> <p>Ability to drive a tractor and ride-on mowers.</p>	
<b>Special Attributes</b>	<p>Task and goal-oriented with a positive attitude.</p> <p>A commitment to setting and maintaining standards of excellence.</p> <p>Reliable, keen and resilient.</p> <p>Able to work efficiently and responsibly.</p>	
<b>General Intelligence</b>	<p>Ability to read and understand machine and work manuals.</p> <p>Understand how to operate machines safely.</p>	
<b>Physical Requirements</b>	<p>Ability to lift and carry sports equipment and manage heavy machines.</p>	
<b>Personal Qualities</b>	<p>The ability to work well as part of a team and also to work unsupervised.</p> <p>A flexible approach and willingness to carry out a variety of tasks.</p> <p>Pride in work.</p> <p>Capable of working under pressure.</p> <p>Diplomatic and understanding</p>	
<b>Circumstances</b>		<p>A full UK driving licence.</p>

Summer Fields is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment.

## APPLICATION AND RECRUITMENT PROCESS GUIDANCE NOTES

Summer Fields is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority. The school aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

### APPLICATION

- Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post. If you are invited to attend a formal interview your suitability to work with children will be assessed.
- As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.
- The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (“DBS”) for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. Any offers of appointment will be made conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children.
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.
- The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the school/their manager immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.
- The school has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have ‘due regard to the need to prevent people from being drawn into terrorism’. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.
- If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

## CONDITIONAL OFFER OF EMPLOYMENT

Any offer to a successful candidate will be conditional upon the following criteria:

- Receipt of at least two satisfactory references (if these have not already been received), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the school. All referees will be asked if the candidate is suitable to work with children. The school will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.
- Verification of identity and qualifications including evidence of the right to work in the UK.
- A satisfactory enhanced DBS check and if appropriate, a check of the Children's Barred List maintained by the DBS.
- For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012.
- Verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status.
- Where the successful candidate has worked or been resident overseas, such checks and confirmations as the school may consider appropriate so that any relevant events that occurred outside the UK can be considered. For an EEA teaching candidate, this shall include the candidate providing the school with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which he/she has worked.
- Verification of medical fitness for the role in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach:
- Where the role involves providing care for pupils under eight, confirmation is required that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".
- For a candidate to be employed into a management role, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching Heads of Department.

It is the school's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the school in strictest confidence and used as set out in the school's Staff Privacy Notice and Staff Information Security Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, and layout of the school. The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.