



## ST. EDWARD'S OXFORD

### JOB DESCRIPTION

### **GROUNDS OPERATIVE (2)**

FULL-TIME AND PART-TIME POSITION AVAILABLE

#### **A message from the Warden**

Thank you for your interest in working at St. Edward's.

This is an important moment in the School's development. The recent opening of outstanding new academic and performance facilities at the heart of the campus is accelerating the momentum evident over the last few years in all areas of school life – in academic results, in the development of the curriculum, in co-education, and in admissions.

For all its recent success, however, St Edward's remains a refreshingly different kind of school. Our deliberate emphasis on selecting young people broadly and inclusively on their attitude and their ambition rather than narrowly and exclusively on test results makes for a community rich, diverse and rewarding in its interests and enthusiasms.

Academic work is unquestionably the most important part of our pupils' education, but at St Edward's there is much more to school life. Talented scholars, musicians, sportswomen and men, performers, dancers, humanitarians, adventurers, entrepreneurs, filmmakers and artists – among many others – live and work together, inspire each other, and become lifelong friends.

St Edward's is forward-looking and progressive. It is one of the few UK schools to offer both A Level and the IB Diploma in the Sixth Form, and our academic programme was further enhanced in 2020 with the launch of pioneering new courses for the middle school years. These externally accredited new courses, Pathways and Perspectives, complement a core programme of GCSEs, more fully to develop pupils' skills of research, collaboration and communication. The introduction of co-educational boarding in the Sixth Form is the most recent of the many innovations in the last few years on the pastoral side of the School.

*Beyond Teddies*, the partnership programme in which we work with other schools and charities, ensures that pupils engage with the community beyond the School and learn to play a meaningful part in the life of the city.

It is an exciting time to be joining St Edward's. As you learn more about the School, I hope that you will share that sense of excitement and want to be part of the next chapter in its history.

#### **About the School**

Founded in 1863, St Edward's is an independent, co-educational boarding and day school for pupils aged 13 to 18 (Year 9 to Year 13). There are presently 735 pupils, of whom 85% are boarders.

There are 13 boarding Houses of around 60 pupils in Years 9-13 – five for girls, five for boys and three co-residential Houses (boys from Year 9 to Year 11, and boys and girls in the Sixth Form). The school week includes lessons on Saturday mornings, apart from leave weekends and exeats (half-term holidays), which typically occur every three weeks.

The boarding and day arrangements offer flexibility for families. Boarding pupils may choose full or weekly boarding, with weekly boarding at St Edward's giving pupils the option of going home on Saturdays after sport and other commitments. The lively and varied weekend programme, however, means that a significant proportion of the boarding community stays in the School on Saturday nights. Day pupils may leave at 6:30pm

or 9:00pm on weekdays, with most opting for the latter so that they can join in the evening programme and enjoy leisure time with their friends.

Pupils take part in a wide range of sports and other activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

The arts are particularly strong at St Edward's. The North Wall Arts Centre, on school grounds, houses a professional theatre and gallery, and runs a critically acclaimed public programme. Alongside the public facilities, the Arts Centre houses the School's impressive Drama and Dance Departments, and the Gallery is shared with our art and design pupils. All pupils benefit from having access to this creative powerhouse, and it is particularly valuable for those wishing to develop careers in the creative industries.

### **About the Role**

We are looking to appoint two Grounds Operatives to undertake grounds maintenance and landscape duties under the supervision of the Grounds Manager. There is a full-time and a part-time position available.

### **Main Tasks and Responsibilities**

- To undertake routine maintenance work on the School grounds and lawns, residential areas and sports surfaces as detailed on work schedules, job tickets or as directed by the Grounds Manager
- To assist in the preparation and presentation of all sports pitches (including mowing of the cricket wickets) and related sports equipment including erection and dismantling
- To undertake hedge maintenance and planting
- To carry out general tasks including turf care, planting shrubs, pruning, general maintenance of footpaths and collecting litter
- The safe use and operation of equipment and machinery used in grounds maintenance adhering to health and safety procedures and training
- To take corrective action on mechanical defects or breakdown of equipment, when considered appropriate by the Grounds Manager and under his supervision
- To drive grounds' vehicles around various sites belonging to the School
- To provide support for School activities relating to other departments, and undertake other duties as directed by the Grounds Manager, Estates Bursar or Bursar

This is not an exhaustive list of duties and the post holder should expect variances in job content to help achieve the efficient running of the School's facilities.

### **Start date**

We would like the successful applicants to start work as soon as possible.

### **Salary**

The basic rate of pay is £10.11 per hour (£10.82 an hour will be payable for suitably qualified and experienced individuals). Salaries are reviewed annually with effect from 1<sup>st</sup> September.

### **Hours of work**

The full-time position is 40 working hours per week. A breakdown of the required working hours are as follows:

- |                    |                 |                           |   |
|--------------------|-----------------|---------------------------|---|
| • Monday to Friday | 8.00am – 4.30pm | Less a 1-hour lunch break | Hours to be worked during the winter period from October to March |
| • Monday to Friday | 8.00am – 5.00pm | Less a 1-hour lunch break | Hours to be working during summer period from April to September  |

You will also be required to work approximately 13 Saturday mornings (8.00am – 11.45am) during the School year. This is subject to the School's calendar and will be according to the Grounds work rota.

The part-time position is 20 working hours per week. The specific working arrangements will be agreed with the applicant and Grounds Manager and/or Estates Bursar.

You will be expected to work reasonable overtime, to ensure the smooth running of the School grounds facilities.

### **Holiday**

The full-time annual holiday entitlement is 20 days plus bank holidays a year. The School's holiday year runs from 1<sup>st</sup> September to 31<sup>st</sup> August. All holiday, unless in exceptional circumstances agreed by the Head of Grounds, should be taken during the School's holiday periods. Please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given. As the School closes completely over the Christmas/New Year period, staff are required to take 5 days of their holiday entitlement to cover this period.

### **Pension**

The role is eligible for membership of the School's pension scheme for support staff.

### **Probationary period**

This appointment is subject to a probationary period of three months.

### **Sickness Benefit**

The entitlement to paid sickness benefit increases with service. After four years' service, the maximum entitlement is 30 days at full pay in any consecutive 12-month period.

### **Development and training**

The School provides necessary training for manual handling, work at height, fire awareness and use of hazardous substances and use of equipment and machinery.

Onsite training is provided for the School's light and heavy machinery.

### **Notice Period**

During the probationary period, employment may be terminated by either side with one week's notice. Thereafter, the minimum period of notice is one month.

### **Miscellaneous**

- Free lunches are available during times the School's kitchens are in operation.
- Following successful completion of their probationary period, staff may use the Nuffield Health Fitness and Wellbeing Gym (which is situated on the St Edward's site). Membership is governed by the Club rules and may be withdrawn from individual members should the Club consider that there is good reason to do so.
- Car parking is available on-site.
- Cycle to work scheme.
- The School provides an employee assistance programme (EAP) which gives access to a comprehensive website and a dedicated helpline offering information, support and counselling around the clock. The EAP is completely confidential and the provider is independent of the School.

## About the Candidate

<b>Person Specification Characteristics</b>	
A good general level of education	Essential
A good command of the English language	Essential
Previous relevant experience or an interest in grounds work	Essential
NVQ2 or higher (or similar qualification) in a relevant or associated area	Desirable
The ability to be flexible in working hours to meet the demands of the position, including “out of hours” working, as necessary	Essential
The ability to work well as part of a team and also to show independent initiative	Essential
A flexible approach and willingness to carry out a variety of tasks	Essential
A high level of self-motivation	Essential
Task and goal-oriented with a positive attitude	Essential
A commitment to setting and maintain standards of excellence	Essential
A full driving licence	Desirable
Committed to safeguarding children and young people	Essential
Willingness to work within the School’s child protection guidance and follow relevant School procedures	Essential

## Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School’s interests. Information which may be included in this category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School’s Privacy Notice for Staff.

## Child Protection at St Edward’s

St Edward’s is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

## Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

## About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after applying and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

The formal interview will involve meetings with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate’s suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact the Estates Bursar, preferably by email: [hayesr@stedwardsoxford.org](mailto:hayesr@stedwardsoxford.org).

Application forms can be found on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org). Completed forms should be emailed to [recruitment@stedwardsoxford.org](mailto:recruitment@stedwardsoxford.org) or posted to Recruitment, St Edward's School, Woodstock Road, Oxford OX2 7NN.

**Closing date for applications is 15<sup>th</sup> November 2021.**