

Inspiring education for life



CATERHAM  
SCHOOL

# SKILLED GROUNDS PERSON

To start:  
**From June 2024**



One of the top co-educational schools in the country

# ABOUT CATERHAM

**We are a highly successful and ambitious school but, above all else, Caterham is a warm and welcoming community where each member is nurtured and encouraged to flourish.**

**Caterham is consistently recognised as one of the leading co-educational schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence.**

We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic

achievement alone: it is also about developing a passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond, and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators, confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others.



# CANDIDATE PROFILE

**The Grounds Person will work as part of a team ensuring that the maintenance of the playing surfaces and facilities are to the required standard for the benefit of the pupils and visitors at Caterham School.**

**This is a non-residential position. The role is a key part of a flexible and multi-tasking Grounds Department.**

## Child Protection

The School is committed to safeguarding and promoting the welfare of children and the post-holder is responsible for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and will adhere to and ensure compliance with the School's child protection policies at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead.



# THE ROLE AT CATERHAM

**The Grounds Person is accountable to the Head Groundsman on a day-to-day basis. The Bursar has overall responsibility for the support staff throughout the School.**

**Please note that in addition to these functions the Grounds Person would be expected to carry out such other duties as may be reasonably required as directed by the Head Groundsman or Director of Estates. Working as part of a flexible team with particular responsibility for:**

## Key responsibilities:

Undertaking routine grounds maintenance work of playing surfaces and landscapes as detailed in work schedules, job tickets or as directed by supervisor.

Undertaking all preparatory and cultivation work to maintain safe quality playing surfaces.

Setting up sports pitches or amenity surfaces. Maintaining the surrounding areas and carry out general duties.

Undertaking minor repair and landscaping work.

Ensure irrigation and drainage systems are maintained.

The safe operation of equipment and machinery used in grounds maintenance such as hedge cutters, strimmers and ride-on mowers.

Inform the supervisor or where appropriate, take corrective action on mechanical defects or breakdown of equipment.

Executing duties in the correct manner and completing the assigned workload.

Establishing and maintaining effective working relationships with managers, colleagues and end users.

Ensuring the work area is kept clean, tidy and secure at all times.

Assisting in the upkeep of woodland and specimen trees.

Attending meetings, seminars and courses as required by the Head Groundsman.

## Additional / occasional duties:

To assist in:  
Litter and leaf clearance around the School campus.

The upkeep of gardens and non-playing areas.

Snow and ice clearance on roads, steps and pathways..

To be personally committed to the process of continuous improvement at the School taking part in development and training activities.

## Skills, Experience and Qualifications:

The successful candidate will have a GMA Level 2 qualification.

A GMA National Technical Certificate of BTEC First Diploma or similar would be an advantage.

Awareness of relevant Health and Safety legislation.

At least 2 GCSEs at grade C and above.

A valid driving licence would be advantageous but is not essential.

## Personal Attributes:

Physically fit.

Reliable and vigilant.

Calm and able to cope under pressure.

Enjoy working outdoors and to be keenly interested in the Grounds industry.

Understand and convey the professional image and ethos of the School.

Conscientious, self-motivated and reliable.

Flexible and able to work as a member of a multi-tasking team who is happy to train and be trained by others to ensure a consistent service.

Personally committed to the Schools aim to be one of the finest co-educational schools in the country.

## Working Environment

Work will be required outside and in all weathers.

# TERMS & BENEFITS

**We pride ourselves on the best support and care for our academic and bursarial staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.**

## Hours

This is full time, 40 hours per week, including a total of one hour of unpaid breaks per day, 52 weeks of the year. During term times and lettings periods Saturday and Evening work is required on a rota basis with time taken in lieu.

## Annual Leave

Five weeks paid annual leave in addition to Bank Holidays.

## Salary

Salary from £25,000 pa, depending on qualifications and experience. Salaries are reviewed annually on 1st September.

There is a probationary period of 12 months and the appointment is subject to employment vetting checks including satisfactory references and a Disclosure and Barring Service check.

## Counselling and Legal Advice Service

A free, confidential 24 hour telephone service available 365 days per year.

## Pension Scheme

Bursarial staff are eligible to join a stakeholder pension scheme, this includes an employer's contribution of up to 10%.

## Subsidised Sports Centre Membership

Subsidised Membership to Caterham School's Sports Centre with extensive fitness suite, 25 metre indoor pool, sports hall and programme of fitness classes.

## Cycle Scheme

A salary sacrifice scheme which provides vouchers available for a wide range of suppliers and includes e-bikes and accessories.

## Health Cash Plan Scheme

Membership of BHSF Cash Plan Scheme, which reimburses bills for everyday healthcare treatments.



# APPLICATION PROCESS

**You can complete the application online via  
the school website at:**

**[https://www.caterhamschool.co.uk/about/careers/  
support-staff-vacancies/](https://www.caterhamschool.co.uk/about/careers/support-staff-vacancies/)**

If you have any questions or queries, please contact:  
**human.resources@caterhamschool.co.uk**  
or call 01883 343028

This appointment is to start from June 2024 or as soon as possible.

Closing date is 9:00am on 16 May 2024.

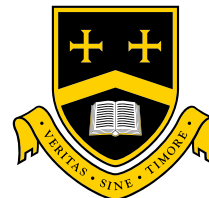
Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Caterham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an enhanced DBS check.





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