



Grounds Keeper

Dear Applicant,

Thank you for your interest in the role of Grounds Keeper at Edge Grove. This is a part time position starting in March 2026.

The School seeks to employ an energetic, practical individual and nature enthusiast who will work collaboratively and proactively with the Estates team to ensure our grounds are kept to the highest standards showcasing the excellence of Edge Grove's Mission, its Core Values and its pupils' remarkable progress and outcomes.

The successful candidate may have previous experience of working in schools, but this role is equally open to applicants who have never worked in schools. They will enjoy engaging with pupils, teaching and non-teaching staff, parents and governors. They will be able to multitask effectively in a busy and demanding environment, have a high level of practical skills and self motivation. A good sense of humour and camaraderie are essential!

'Knowing and growing each child through a love, life and learning approach' is the Edge Grove mantra, which articulates the warmth and strength of our diverse child-centred community in which children are at the centre of our thinking. Edge Grove provides children with 60 acres of beautiful estate, heritage buildings, wonderful facilities and the educational space for children to grow and develop. Our pupils feel a strong sense of belonging and pride in our community and devised the 16 Core Values of the School, living within them. They develop independence and confidence as they move up through the School and develop the ten core skills identified by the World Economic Forum as those which will future-proof them for a future life and love of learning and fulfilment. We want children to develop their own unique character and creativity in pursuit of future happiness and success and in doing so to make their prep school days the best they can be.

The candidate specification which follows identifies the scope of the role, including the breadth of activities and personal specifications, but is not exhaustive. I hope that it provides you with all of the information that you need about the role. If you have any further questions, please do not hesitate to contact me or refer to the School website at www.edgegrove.com. If the words above strike a chord and you would like to play a part in the School's educational development, please read on!

I look forward to receiving your application and meeting you.

With best wishes,

A handwritten signature in black ink, appearing to read 'R Stanley', with a stylized flourish at the end.

Richard Stanley
Headmaster

JOB DESCRIPTION

Role: Grounds Keeper
Responsible to: Estates Manager

Main Responsibilities

- a. Maintaining all grounds within the Edge Grove curtilage in a neat, tidy and fully functional condition. The grounds include:
 - (1) Playing fields. Including line management for pitches.
 - (2) Shrubs, hedges, borders and non-tarmac pathways.
 - (3) Grass areas (including verges).
 - (4) Tennis Courts (astro surface).
- b. Ascertaining from the Heads of Sport, on a weekly basis, the School's requirements for marking and preparation of sports pitches and playing surfaces, and then carrying out the necessary work.
- c. Providing horticultural products (eg, flowers and baskets) to enhance the appearance of the School: generally throughout the year, and specifically in support of special events (usually in the Summer months) and maintaining these with routine watering (including Saturdays).
- d. Responding to routine maintenance requests relating to grounds matters.
- e. Ensuring that grounds waste is disposed of safely and in accordance with the standards of environmental best practice.
- f. Agreeing with the Bursar and Head of Estates an ongoing tree management programme, and taking appropriate implementation action as directed by the Bursar.
- g. Applying in all aspects of the grounds task the strictest health and safety standards (particularly in the areas of safe methods of work, manual handling, safe custody of noxious or hazardous substances, working at heights and wearing of personal protective clothing), referring any problems or concerns to the Bursar as appropriate.
- h. Maintaining the tools and equipment necessary for carrying out the grounds task (including the School tractors and mowing equipment), reporting any unserviceabilities to the Bursar and (with the Bursar) agreeing appropriate remedial action.
- i. Seeking the Bursar's approval for any expenditure on grounds-related services.

j. Attending periodic 'walk-rounds' of the site with the Bursar and Head of Estates, taking appropriate follow-up action where necessary.

k. Carrying out other grounds-related tasks as requested by the Head of Estates to assist with team work and event management.

General

- Carrying out such other duties within the post holder's capabilities as may be reasonably requested from time to time.

Professional Responsibilities

- Support the school in its aims and objectives;
- Promote the overall ethos and life of the school;
- Set high expectations in terms of professionalism, punctuality and commitment;
- Dress in a way that is commensurate with the School working environment;
- Attend inset, team and staff meetings as required;
- Undertake appropriate training as required by the School.

Child Protection

In the context of his/her employment the member of staff will frequently be in the presence of children and will therefore have to have appropriate levels of training in child protection. All members of staff must comply with the School's Safeguarding Policy which is posted on the School's website and staff intranet. 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 and welfare of our pupils, these concerns must be reported immediately in accordance with the policy.

Health & Safety

The School takes its obligations under the Health & Safety at Work Act seriously and the post holder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School's Health and Safety policies which are regularly updated and posted on the staff intranet.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head and Bursar to meet the changing needs of the school.

Flexible Annual Working Hours: Normal working hours will be as follows:

a. Winter Timetable (Post October Half term to February Half term, 16 weeks):

Monday to Thursday – 09:00 to 13:00 hrs; (16 hours a week)

b. Spring / Summer Timetable (Post February Half term to October Half term, 36 Weeks):

Monday, Tuesday, Thursday, Friday – 08:00 to 16:00 hrs.

Wednesday, Saturday – 09:00 to 13:00 hrs; (flexibility in timings)

(38 hours a week plus half hour lunch on full days)

Holiday Entitlement: Paid holiday entitlement will be for 6 working weeks per year, including statutory holidays, plus days that the school may be closed over the Christmas period.

Pay: will be prorated over the year with the same monthly payments, an annual salary in the range of £22,736 - £23,548.

Other benefits include:

- ❖ Access to a group personal pension scheme;
- ❖ Free school lunch and refreshments during term time whilst the kitchen is operating;
- ❖ Parking on site in designated areas at no cost, although all vehicles are parked at the driver's risk;
- ❖ Access to an Employee Assistance Programme;
- ❖ Cycle to Work Scheme.

ESSENTIAL AND NON ESSENTIAL CRITERIA

Essential	<ul style="list-style-type: none">★ 2 years experience in Groundskeeping★ 5 years (overall) experience in Gardening / Landscaping /Land management★ Experience driving a tractor / large mower★ Clear Enhanced DBS
Desirable but not essential	<ul style="list-style-type: none">● Previous experience working in a school● Team working● Minibus driving experience

TERMS & CONDITIONS OF EMPLOYMENT

- ✓ All appointments are subject to an enhanced check with the Disclosure and Barring Service and at least two references from past employers, including any school employment during your career.
- ✓ All staff comply with the School's Child Protection and Safeguarding Policy.
- ✓ All staff set an example to pupils and dress appropriately at all times;
- ✓ The School operates a no smoking and no vaping policy;
- ✓ The School takes its obligations under the Health & Safety at Work Act seriously and the post holder requires all staff to comply with all aspects of the School's Health & Safety Policy, particularly in relation to safe working practices;
- ✓ All staff keep up to date with the School's current policies and posted on the staff shared drives;
- ✓ The School reserves the right, for operational reasons, to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested, from time to time.

RECRUITMENT & SELECTION

Edge Grove School Trust Limited is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The School carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Guidance will be provided when you are invited to interview.

Please read the Recruitment, Selection and Disclosure Policy which is available on our website and should be read before making your application.

Please fully complete an application form which can be found on the About Us / Job Vacancies page on our website www.edgegrove.com. Please email the completed form and an accompanying letter of application addressed to the Head, to hr@edgegrove.com. Applications must arrive prior to the closing date and time. CVs are not accepted.

We would like to offer a more practical interview assisting the Estates team for a short time to assess your working skills, and a chance to meet and talk with the HR team.

Please refer closely to section 11 & 12 in the application for employment and ensure that you are aware of your responsibilities relating to the declaration of criminal convictions and cautions for a position within the School.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

Any queries relating to this Job Description must be referred, in the first instance, to the Bursar via hr@edgegrove.com or 01923 855724.

