

Alleyn's

ALLEYNS' SCHOOL
Townley Road

Dulwich

London SE22 8SU

Co-educational Excellence

Appointment of Grounds Person

Information for Applicants

CLOSING DATE: Tuesday 23 November 2021 at 5:00pm



Introduction and School background

Alleyn's is a friendly, caring, academically excellent, independent co-educational school for pupils aged 4-18. Alleyn's was the first major London school to become co-educational over 40 years ago and that philosophy is embedded across all aspects of school life. The Junior School is a member of IAPS, with pupils aged 4-11. The Senior School is an HMC school with pupils aged 11-18.

Alleyn's is a highly regarded school within the local community, across London and beyond. Both staff and pupils take great pride in this reputation. The commitment from all is evident in the continuing success and progress of the School.

The school site comprises about 30 acres in South East London. The majority of the space is laid out for school sports – cricket, athletics, rounders etc. during the Summer and football during the Autumn and Spring. The school operates a separate sports ground of approximately 18 acres nearby.

Further details about the School, its activities and resources are given on the website www.alleyns.org.uk.

The Responsibilities of the Grounds Person

The aim of the Grounds Person is to ensure that School grounds and external sports facilities are appropriately maintained and made ready for use as necessary. In particular, the role-holder will:

- Maintain and make ready for use external sports facilities and grounds (including artificial playing surfaces, netball courts and any similar resource) as directed. This must allow the needs of a busy School calendar to be met and ensures (as far as possible) that use/availability is not restricted.
- Be aware of the various uses of the School grounds at different times of the year and ensure that particular attention is given to cricket squares and other key areas.
- Carry out general grounds work, and other manual tasks required around the site from time to time.
- Ensure that work is carried out in a timely manner to ensure the success of internal and external events.
- Work alongside the maintenance and portering teams, and from time to time join together with them on shared tasks.
- Carry out work at the separate sports ground as directed by the Grounds and Gardens Manager.
- Work alongside the gardening team to trim/cut all hedges.
- Advise the Estates Bursar on the safety of trees and security and safety of boundary walls and fences on the School site.
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- In conjunction with all staff of the School, support, promote and act within the School's policies and practices about Data Protection.

- Be aware of the School's Health & Safety Policy and its application to the Estates Team.
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy.

Any additional duties, as directed by the Estates Bursar, which are within the reasonable capability and responsibility of the Grounds Person.

Line Management

The Grounds Person is managed by the Estates Bursar and has free access to the Bursar, who is ultimately responsible for Support Staff.

The Candidate

The ideal candidate will meet the qualities listed below and have an interest in and willingness to learn some horticultural skills too.

Education	PA1 and PA6 spraying certificates desirable. As is an appropriate qualification in grounds or turf management.
Experience	At least 1 year's relevant experience.
ICT	Basic knowledge of ICT – can use e-mail and internet browser. Basic functions on Word.
Physical Attributes	A basic level of fitness allowing the person to move around freely throughout much of their work, together with the ability to crouch, kneel. Bend, stretch, carry/lift loads (up to at least 10kg) and work at heights.
Driving Licence	Driving licence preferred.

CPD	Willingness to learn new skills and develop.
Managing Relationships	Ability to assist and work well with colleagues.
1:1 Oral Communication Skills	Ability to communicate in spoken English.
Written Communication Skills	Ability to complete short forms or write brief notes in English.
Organisational Skills	Ability to follow instructions (working closely with the HoD) and able to organise and prioritise work on a day-to-day basis.
Time keeping & Flexibility	Ability to be punctual and reliable.
Attention to detail	Ability to identify problems with your own immediate work and to correct or report these issues to others.
Enthusiasm/Motivation	Enthusiastic.

Awareness of whole-School Activity	Awareness of activities taking place within the Department.
Confidentiality & Discretion	An awareness that the role holder's position may from time-to-time give them access to information which cannot be shared externally.
Analytical/Judgement skills	Ability to analyse data or use own judgement to determine the correct course of action.
Problem Solving Skills	Ability to solve problems that may significantly impact on others.

Arrangements for the Appointment

Applications

Candidates should complete all sections of the enclosed application form which should be submitted together with a completed Equal Opportunities Monitoring Form, full Curriculum Vitae and covering letter (addressed to the Bursar, Stephen Born). Applications without a completed signed declaration on the final page will not be accepted. When completed, all documents should be emailed to **hadmin@alleyns.org.uk**

Alternatively they can be posted to:

HR Department
 Alleyn's School
 Townley Road
 Dulwich
 London SE22 8SU

Interviews

Interviews will be conducted at the School. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Terms and Conditions

The job is available on a full-time basis with twenty days holiday per year rising to twenty-five after five years of employment, plus public holidays. There will be occasional days in the school calendar when the successful candidate will be required to work at weekends. These will include Founder's Day and Open Days.

The starting salary will be in the range of £20,000 - £25,000 based on relevant experience and each year will be paid over twelve monthly instalments.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan. This plan provides for matching 5% contributions from the employer and employee and is currently run through Scottish Widows.

The School offers additional benefits to its staff, including the use of the School swimming pool and gym, subsidised yoga and Pilates classes, a holiday purchase scheme, access to the library, free tickets to School performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

On completion of the required recruitment checks, the post would be available to the successful candidate with immediate effect or at the completion of their due term of notice.

Safeguarding

Alleyn's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo safeguarding screening appropriate to the post including checks with past employers. The appointment will be subject to satisfactory references, verification of identity and proof of qualifications, and to a satisfactory medical screening. All employees of Alleyn's are required to submit to the checks undertaken by the Disclosure & Barring Service at the enhanced level of disclosure.

Equal Opportunities

Alleyn's welcomes applications from all applicants who meet the requirements for the position, however we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.