



# HORRIS HILL SCHOOL

## School Grounds Assistant

<b>Job Title:</b>	Grounds Assistant
<b>Reports To:</b>	Head Groundman
<b>Working Time:</b>	40 hours per week, Monday to Friday, all year round
<b>Benefits:</b>	30 days holiday per annum, lunch provided
<b>Salary:</b>	£22,000 to £24,000 depending on qualifications and experience

**Horris Hill is looking for a full time, all year around Grounds Assistant to join the Grounds and Maintenance team.**

This role will be an integral part of the school, ensuring that the Estate operates to a high standard all year round. The role would suit someone who has previous Grounds and Gardening experience.

Horris Hill is set in 65 acres of beautiful Hampshire common land just south of Newbury. The School Estate comprises of playing fields, kitchen garden, teaching buildings, music school, theatre, boarding houses, sports hall, outdoor swimming pool, astro playing pitch and a number of residential staff accommodation.

### Main Duties and Responsibilities

- To Assist the Head Groundman with maintaining and marking sports fields
- To Assist the Head Groundman with routine tasks within the 65 acre rural estate
- To support the estate team with maintenance tasks
- Mow sports fields and lawns
- Marking of sports fields
- General gardening
- Remove leaves and plant waste in season
- Hedge trimming
- Fill and maintain hanging baskets
- Planting
- Pruning
- Maintaining paths and access road
- Supporting the Estate Team with general maintenance
- Room preparation
- Supporting maintaining health and safety on site
- Assistance with parking
- Assistance with school events
- Any other estate tasks that arise
- To work as a team with the Head Groundman, and with maintenance staff

- To ensure that any work is carried out to the highest standards possible
- To report any estate issues to the Estate Manager or the Bursar

### **Person Specification**

- A positive, can do attitude
- A willingness to learn and absorb information
- A high attention to detail
- Polite, professional and friendly to all members of the team, Parents and children
- Must be a dependable and flexible team player
- Reliability and trustworthiness
- Able to use initiative, show flexibility and be adaptable

### **Skills & Qualifications**

- Grounds Maintenance qualification (Desirable)
- Sports Fields Maintenance qualification (Desirable)
- Qualified to GCSE standard, with grades A-C (Essential)
- Ability to follow Health & Safety guidelines
- Ability to adhere to deadlines (Essential)
- Ability to manage your own workload to high standards (Essential)

### **Further Information**

If you require any further information please don't hesitate to contact Stephen Burn Estate Manager [s.burn@horrishill.com](mailto:s.burn@horrishill.com).

### **Recruitment Process**

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website, [www.horrishill.com/vacancies](http://www.horrishill.com/vacancies). You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

Please submit applications to [s.tucker@horrishill.com](mailto:s.tucker@horrishill.com)

Applications will be considered as they are received therefore early applications are encouraged. Short-listed candidates will be contacted and asked to attend an interview soon after. Employment will commence, subject to the satisfactory completion of all pre-employment checks, as soon as possible after this.

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check

(including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.