

# SWANBOURNE HOUSE



**Candidate Pack**  
**GROUNDS ASSISTANT**

# “THANK YOU FOR YOUR INTEREST IN THE ROLE OF GROUNDS ASSISTANT AT SWANBOURNE HOUSE.



At Swanbourne House our mission is to unlock and develop the confidence and individual talents of each child by providing our pupils with an engaging, collaborative and progressive teaching and learning community based on mutual respect, an understanding of individual needs and the willingness to rise to challenge.

In the context of a character and values education we ensure that our day and boarding pupils are well prepared for their next school and adult lives in a fast-moving and challenging globalised world.

Additionally it is our aim to provide our staff with the support which you need so that you can respond enthusiastically to the challenges which being part of a busy school entails.

At Swanbourne House we take a particular pride in our reputation for a broad education and we recognise that this is built very much on the commitment and skills of our staff.

”

**Mrs Jane Thorpe**  
Head at Swanbourne House School.

## OUR VISION

- > To nurture every pupil, enabling them to be resilient and build self-worth, through the widest variety of opportunities.
- > To provide our pupils with an engaging, collaborative and progressive teaching and learning community based on mutual respect, an understanding of individual needs and the willingness to rise to challenge.
- > To ensure both day and boarding pupils are well prepared, within the context of a character and values education, for their next school and adult lives in a fast-moving and challenging globalised world.

# DISCOVER THE #SWANBOURNESPIRIT

Swanbourne House School is a co-ed prep school for ages 4 to 13 based in the Buckinghamshire countryside, around 20 mins from the thriving new town of Milton Keynes.

Our curriculum provides a broad education with strong academic foundations, allowing pupils with a range of abilities, interests and learning styles to flourish.

It's a **progressive approach** that ensures children are ready to take on the challenges of the next stage of their education with courage and confidence. In September 2019, we replaced Common Entrance with the Pre-Senior Baccalaureate, an assessment model that seeks fairly and accurately to quantify a pupil's all-round achievements in Year 7 and Year 8. A final summative Baccalaureate Certificate accompanies the transfer to senior schools and offers a 360° assessment of a pupil's progress, knowledge, skills and attitudes.

The breadth and balance within the curriculum entices pupils to engage fully in the range of lessons they have each day. Activity and investigation enable our pupils to be confident in thinking for themselves and to be resilient when problem solving.

**An education at Swanbourne House School has a hands-on feel where children increasingly take ownership of, and pride in, their education. We are passionate about developing in the children, genuine awe, wonder and curiosity at the complexities of life and the world about us – past, present and future.**







# GROUNDS ASSISTANT

## BACKGROUND

Swanbourne House School is sited in 55 acres of grounds, which includes play areas for pupils, sports pitches, astro turfs, golf course, ponds, gardens and large areas of woodland. Many of the trees are protected and form an arboretum to the rear of the listed Main House.

The position of Grounds Assistant sits within the overall Site Team and a willingness to, at times, share the work that needs to be completed across the team is essential.

## THE ROLE

- To develop and maintain the grounds, sports facilities and gardens of Swanbourne House School
- To deliver a first class horticultural service, in support of the objectives of Swanbourne House School
- The needs of the school will require a flexible approach to hours of work, including some work at weekends if required
- The role also includes driving the school minibus in the morning to bring some of our pupils to school.

## RESPONSIBILITIES

- Under the direction of the Head of Grounds and Maintenance, preparing and maintaining the sports facilities, including astro turf, pitches, golf course, wildlife habitat, ponds, woodland, gardens and play areas, to recognised national standards and to the satisfaction of all users and in keeping with the status of the school
- To provide a stimulating and educational resource within the school
- To provide and prepare areas for play, mental stimulation and relaxation for the benefit of the users of the grounds and gardens
- To provide imaginative and functional ideas for the enhancement of the grounds and gardens
- To ensure the Health, Safety and Welfare of those the post holder comes into contact with are maintained at all times
- To prioritise grounds maintenance operations to make best use of available resources to optimum effect
- To assist with specific projects in the development of the grounds and gardens of the school, specifying materials and services as required
- Working with various different types of machinery and equipment to prepare and maintain football, rugby, cricket and hockey pitches, as well as artificial surfaces

- Undertaking general maintenance of equipment as directed
- Ensure all equipment, machinery and buildings are secure
- Keep the tool shed/equipment room clean and tidy
- Respond to emergency calls
- Possess a sound understanding of legislation relating to chemicals and dangerous substances (COSHH)
- Assist with the upkeep of all trees and major hedges, and clearing leaves and weeds from appropriate areas
- Ensure the highest standards of work are achieved in an efficient and timely manner
- Clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt
- Carry out minor works in order to improve the site as required by the Head of Grounds and Maintenance
- Undertake any other work as reasonably requested by the Head, Director of Support Operations or Head of Grounds and Maintenance.

This non-contractual job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.

## PERSON SPECIFICATION

Attributes	Essential	Desireable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified to work in the UK</li> <li>• Good basic education</li> <li>• A full, current driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid, but a refresher will be offered</li> <li>• If not qualified training will be offered, for example:               <ul style="list-style-type: none"> <li>• NVQ Level 2: Sports Turf maintenance</li> <li>• IOG National Intermediate Diploma or BTEC National Diploma or equivalent</li> <li>• PA1, PA2 and PA6A spraying certificate</li> <li>• CS30 and CS31 chainsaw certificate</li> <li>• Certificate in Sports Ground provision</li> </ul> </li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Ability to work in a fast-paced environment and to multi-task</li> <li>• Knowledge of the preparation of sports pitches</li> <li>• Knowledgeable of Health and Safety regulations pertinent to the areas of responsibility</li> <li>• Proven ability to work to high standards</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working in a similar position in a School or similar</li> <li>• An understanding of Sports Pitch markings</li> <li>• Knowledge and experience of working with synthetic sports pitches/surfaces</li> <li>• Experience of mechanical repairs and the ability to mend machinery and make small repairs</li> <li>• Must also be able to work without supervision and prioritise workload according to fixture lists and weather conditions</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good organisational skills with the ability to prioritise, plan, and organise your own and others workloads effectively to achieve objectives</li> <li>• Hard working, punctual and reliable</li> <li>• Diplomatic and tactful</li> <li>• Physically fit in order to carry out lifting and handling duties</li> <li>• Able to work in all weather conditions</li> <li>• Fluency in written and spoken English</li> <li>• Commitment to the ethos of the school</li> <li>• Able to take direction</li> <li>• Able to work as part of a team</li> <li>• Passion, resilience, integrity, enthusiasm, willingness and optimism</li> <li>• Approachable at all times and is empathetic to the needs of others</li> <li>• Be able to work flexibly as workloads require and take ownership of tasks</li> <li>• Attention to detail and ability to actively question and clarify information</li> <li>• Flexibility of working hours</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Sense of humour, enthusiastic together with a mature attitude</li> <li>• Able and willing to undertake additional duties as part of the whole-school team.</li> </ul>	

## SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement 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, he/she must report any concerns to the Head.

## YOUR APPLICATION

### DATE OF APPOINTMENT

October 2021

### SALARY

£20,000 - £25,000pa  
(dependent on qualifications  
and experience)

Please submit a cover letter  
and a completed application  
form to  
[personnel@swanbourne.org](mailto:personnel@swanbourne.org)

### CONTRACT TYPE

40 hours per week (1 hour unpaid lunch).

### DEADLINE FOR APPLICATIONS

Tuesday 28 September 2021.  
Interviews to be held Friday 1 October 2021

The School reserves the right to withdraw the  
advert before the deadline.



**FOR ENQUIRIES ON YOUR  
APPLICATION:  
01296 720264  
PERSONNEL@SWANBOURNE.ORG**



**SWANBOURNE HOUSE**

THE *Stowe*  
GROUP