



CANDIDATE BRIEF

Senior Grounds Keeper



WELCOME TO SIBFORD

Sibford School is a co-educational, independent day and boarding school for children aged 3-18.

Sibford is a place where we aim to nurture ambitious learners who shape their worlds with their creative, compassionate and questioning minds, where your teaching journey can flourish alongside the growth of our exceptional students.

In our commitment to individuality, we recognise that educators, much like our students, are diverse in their approaches and strengths. At Sibford, you're encouraged to be adventurous, curious, creative, confident, and above all—be yourself.

Rooted in Quaker values, our approach to teaching is grounded in truth, integrity, equality, community, peace, simplicity, and sustainability. These values are not just words on paper but living principles that underpin the distinctive characteristics of Sibfordians.

In the nurturing, safe, and supportive environment we cultivate, you'll find a space where your teaching potential has no limits. Here, there's no ceiling on your ability to inspire and shape young minds, both academically and personally. Tolerance and consideration towards each other are not just encouraged; they are integral to our community ethos.

Our curriculum is as diverse as the talents it aims to nurture. Whether you are joining us to teach

traditional academics, creative arts, technology, or horticulture, you'll have the opportunity to guide students on their unique journeys. In small, dedicated classes, you'll be the mentor, inspiring and stretching each individual, guiding them to discover their own talents and embrace their authenticity.

Beyond the classroom, we invite you to contribute to a myriad of co-curricular activities. These experiences not only foster skill development in the students but also create strong connections based on shared interests, forming a deep sense of belonging within our community.

Sibford is more than just a school; it's a place where educators are partners in the growth and development of future leaders and citizens. If you're seeking a teaching environment that values creativity, agility, resilience, positivity and empathy, we warmly invite you to consider joining us at Sibford.

A candidate pack can only convey so much. Come and meet us in person—experience the genuine warmth and vibrancy that defines our educational community.

Looking forward to the prospect of welcoming you to the Sibford family.

Rebecca Evans, Head





EMPLOYEE BENEFITS FOR ASSOCIATE STAFF

Pay/Salary	Sibford Associate Scale. Previously attached to NJC payscale but now stands alone.
Pension Employer's contribution	5%
Pension Employee's contribution	5% minimum
Group Life Assurance	2 x annual salary
Group Income Protection	None
Staff Fee Remission Discount on school fees	66.6% pro-rata'd for part time
Paid Holidays	28 days + Bank Holidays Increases to 33 days after 5 yrs of service
Sick Pay entitlement	1 month full & 1 month half pay per year of service – up to maximum of 6 months
Free School lunch	Provided on working days
Free car parking	Parking is on the school site
Free use of School Swimming pool for staff	Allocated times



THE ROLE - Senior Grounds Keeper

- **Full time – 39 hours per week.**
- **28 days holiday, plus Bank Holidays**
- **Contributory pension scheme**
- **Salary dependent on experience - competitive package available including accommodation and school fee discount**

Sibford School Sibford School is a co-educational, independent day and boarding school for children aged 3-18 based on the edge of the Cotswolds. We have a large campus with a wide range of facilities available to our pupils. We offer excellent pastoral care, small class sizes alongside a diverse education that builds a strong foundation for learning, while encouraging our students to learn about themselves and the world around them.

We are seeking a Senior Grounds Keeper is to manage the day-to-day preparation, maintenance and care of sports pitches, hard surfaces and general school grounds and gardens on our 50 acre site. The role manages 1 Grounds Assistant.

To be considered for either of the above roles you will be:

- Educated to GCSE level
- Live in the UK, have the right to work in the UK.
- Sports Pitch Management experience
- Proven experience of working as Head of Grounds or Assistant Grounds Keeper in a school or similar setting.
- Experience of grounds management
- Knowledge of COSHH, Health & Safety & compliance requirements of this role

A Certification in Grounds Management or similar would be an advantage but not essential.

We will seek suitable references, a valid DBS Check and undertake a Right to Work in the UK check (Sibford School does not offer sponsorship).

Working Hours:

39 hours per week, with some evenings and weekends.

Free lunch provided Monday to Friday during term time. Further information on accommodation is available.

Closing date: 2nd May 2024 at 12pm.

Interviews: Week of 13th May 2024.



THE ROLE - Senior Grounds Keeper

Reports to: Estate Manager

Key contacts: Estate Manager, Grounds Assistant, Director of Sport, Horticulture Teacher, Business Manager and Estates Staff.

Overall Purpose: To manage the day-to-day preparation, maintenance and care of sports pitches, hard surfaces and general school grounds and gardens on our 50 acre site. The role manages 1 Grounds Assistant.

Key Responsibilities:

- Effective implementation of the annual grounds works program or ad hoc work agreed with the Estate Manager.
- Supervision and management of grounds staff:
 - Job allocation and supervision
 - Setting working pattern, holiday planning etc
- Timely communication and liaison with Sports Department and Leisure Manager regarding pitch allocations, times for Cricket, Rugby, Football etc.
- Timely communicate and liaison with other staff members responsible for outdoor learning areas, to assist, along with the Maintenance Assistant, the regular upkeep of those areas.
- Ensuring the highest standards of grounds presentation across the whole school site, including gardens, playing fields, MUGA's, boundary fences, hedges and green spaces, including Head Teachers Garden.
- Working with outside contractors.
- Maintenance and marking of all sports pitches and maintenance of all associated equipment (goal posts, score boards, mobile covers, sight screens etc.).
- Using professional judgement to ascertain when total pitch renovation is necessary and then to obtain quotes and supervise work.
- Maintenance of all ground's equipment and machinery:
 - Ensure the regular servicing of equipment, overhaul and emergency repairs of machinery and equipment as necessary.
 - Recommend to Estate Manager when plant or machinery needs updating or replacing.
- Ensure all Health and Safety standards are met in area of responsibility:
 - Keeping of accurate and up-to-date spraying logs
 - Keeping up to date COSHH and related H&S documentation associated with the role.
 - Ensure PPE is up to date.
 - Ensure certification is valid (PA1, PA6 for tractor mounted sprayers)
 - Ensure grounds staff are trained, aware of and carry out safety procedures and responsibilities.
 - Undertake job specific training as and when required.
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- Assist the wider Estate Team as and when required.



PERSON SPECIFICATION - Senior Grounds Keeper

Requirements	Essential	Desirable
Educational attainment	GCSE (or equivalent) and above	Certification in Grounds Management or similar
Experience, Skills and aptitudes required	Sports Pitch Management Grounds Management Knowledge of COSHH, Health & Safety & compliance requirements of this role.	Willingness to train to drive a minibus for outside of school activities
	Proven experience of working as Head of Grounds or Assistant Ground Keeper in a school or similar setting.	
	Ability to manage complex workload.	
	Ability to operate grounds machinery and tools. Ability to prioritise workload. Ability to carry out admin tasks. Ability to people manage.	
	Excellent interpersonal skills along with skill at building relationships. Excellent IT skills.	



PERSON SPECIFICATION - Senior Grounds Keeper

Requirements	Essential	Desirable
Interests	Commitment to continued professional development.	
Personal qualities required	Enthusiastic, creative and passionate about grounds management.	
	Confidentiality, a sense of humour, organisation, creativity, reliability.	
Circumstances	Able to be flexible according to the weather and to the needs of the business. This may require some weekend working, and extended working hours in the summer months and shorter in the winter.	Able to attend some meetings out of normal school hours.



THE APPLICATION PROCESS

Thank you for showing an interest in our school and the vacancy which we are currently advertising.

You can complete the application online via the school website here: [Work With Us | Sibford School](#).

If you have any questions or queries, please contact the HR department: hr@sibfordschool.co.uk or call 01295 781291.

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.

Sibford 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.

We are unable to accept CVs due to Safer Recruitment Practices.

If you are successfully shortlisted, you will be invited for interview at the school.

Closing date: 2nd May 2024 at 12pm.

Interviews: Week of 13th May 2024.

We reserve the right to close prior to this date should sufficient applications be received.

Please complete an application form and equal opportunities form and send them to us at vacancy@sibfordschool.co.uk We look forward to hearing from you!

