



THE KING'S SCHOOL  
C H E S T E R

Information for Applicants for the Posts of

**FACILITIES (GROUNDS) OPERATOR**

**THE SCHOOL**

Henry VIII founded The King's School in 1541 and for over four hundred years the school occupied buildings adjacent to the cathedral. The school moved to a new site on the Wrexham road, about one mile from the city centre, in 1960 and the new buildings were opened by Her Majesty Queen Elizabeth the Queen Mother in June that year. In 1989 additional buildings were opened by Her Royal Highness the Princess Margaret. In 1994 there was an extensive development of the junior school and in January 2000 a further development of the senior school incorporating the impressive Wickson Library was completed.

An exciting major development plan was launched in October 2002, and building commenced in the spring of 2003. By September 2005 an all-weather playing surface, extensions and improvements to the art and technology centres, a new medical room, additional classrooms and a new music school had been completed. The school retains strong links with the cathedral and with the city. It is Chester's oldest independent school and is proud to serve the city as well as the surrounding areas of Cheshire, the Wirral and North Wales. The Head is a member of the Headmasters' and Headmistresses' Conference.

The King's School comprises of the infant school (ages 4-7), the junior school (ages 7-11) and the senior school (ages 11-18). The senior school is organised in sections: the lower school (removes, shells and third forms), the middle school (fourth and fifth forms) and the sixth form. There are currently 724 pupils in the senior school (217 in the sixth form), 226 pupils in the junior school and 120 in the infant school. Girls were admitted to the sixth form for the first time in September 1998 and in September 2003 the school became fully coeducational. In September 2014 the Junior School was extended to provide a new Junior School Library and Learning Centre and in September 2015 our new purpose built Infant School was opened by the Duke of Westminster.

King's is a school for pupils of high academic ability. We seek to develop this ability in each pupil to its full potential and at the same time to develop the pupil's character and other talents in a friendly and stimulating atmosphere.

Further information about the school can be found on our website at [www.kingschester.co.uk](http://www.kingschester.co.uk)

## Job Purpose

Under supervision; to maintain the playing surfaces and facilities to the highest standard for the School.

## Key Responsibilities

- Undertake routine preparation and maintenance work on a range of sports facilities and surfaces. Undertake all preparatory and cultivation work to maintain safe quality playing surfaces.
- Assist with the setting up sports pitches.
- Drive vehicles and equipment as required for grounds maintenance operations.
- Ensure vehicles and equipment including sports equipment are regularly maintained in accordance with routine operating requirements. All repairs are in reference to 'minor maintenance repairs' any technical or specialist repairs are to be dealt with via trained operatives through the supply chain.
- Ensure the safe use, storage, calibration and disposal of pesticides and other similar substances. Promote the Health and Safety of self and others. Respond to emergencies.
- Ensure work area is kept clean, tidy and secure at all times.
- Coordinate and greet all contractors visiting the grounds department.
- Establish and maintain effective working relationships with line manager, colleagues and end users.
- Estimate Resources required for work projects. Schedule and allocate activities to the work group. Contribute to the budget overview of operational and capital expenditures to maximise cost efficiency.
- Research in the latest grounds machines and technology. Provide effective materials and machinery management to ensure all equipment is correctly stored, maintained and serviced.
- During times of inclement weather (such as heavy snow, ice, storms) may require starting work earlier than normal to ensure that the site is safe and cleared before staff and pupils arrive (e.g. snow/ice clearing from paths, removal of broken branches etc.).
- Report any faults that are found to the Facilities Supervisor (Grounds).
- Ensure internal and external routine inspections of the school premises are carried out.
- When required provide support to other sectors within the Estates department.
- Provide car parking assistance as determined by the car parking rota, in addition provide guidance and support for car parking events to ensure that visitors to the site park safely within the allocated zones.

- Act as a point of contact for the gardening contractor and in the absence of the Head Grounds Person coordinate and greet all contractors visiting the grounds department.
- Any other duties appropriate with the post. Please note, the summary job specification is not a comprehensive definition of the post. It is subject to modification and amendment and could include other duties related to the post.

**Essential for the post:**

- Previous grounds work experience
- Very good level of physical fitness to cope with the requirements of the role
- A valid driving licence

**Desirable for the post:**

- Relevant qualification e.g. NVQ level 2 Sports Turf maintenance or City & Guilds National Certificate in Horticulture
- PA1 + PA6 spraying certificates
- Good knowledge of the workings of grounds machinery
- Experience in the use of tractor mounted machinery and ride-on mowers
- Must be willing to undertake pool and plant room training certificate level 1

**Terms and conditions:**

*Hours:* 30 hours per week. Monday – Friday. Please note that this is not a term time only position though there is some flexibility in actual hours of work during the holidays.

Flexibility will be required in these hours in the event of time required to do / complete the job, bookings, at those times a later or earlier start and finish time will be agreed up front with the Head of Estates

*Pension:* Membership of a group personal pension scheme will be offered within 12 months of employment.

*Holidays:* 25 days plus 2 statutory days per annum to be taken during out of term time only. The holiday year runs from 1<sup>st</sup> April.

**Further information:**

The successful applicant will work within a grounds team of four people. All staff contribute to the smooth running of effective and cheerful (though very busy) grounds department within the School.

The person appointed to this post will be required to obtain an enhanced clearance from the Disclosure and Disbarring Service and may be required to undergo a medical examination to confirm their physical fitness to undertake this role.

Application forms to be sent to the HR Department, The King's School, Chester CH4 7QL  
(recruitment@kingschester.co.uk) Fax: 01244 689503 Tel: 01244 689496



## EQUAL OPPORTUNITIES POLICY

The King's School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant merits and abilities. This commitment is shared by pupils, staff, parents and governors.

We oppose all forms of unlawful or unfair discrimination on the grounds of race, sex or disability and aim to ensure equal treatment for all.



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CHILD PROTECTION

POLICY

- The school is committed to the welfare, protection and safekeeping of all its pupils.
- All children have a fundamental right to be protected from harm and from all forms of neglect, abuse and exploitation and should feel safe and secure at school
- Parents should be reassured that it is the aim of the school always to act in the best interests of their child and to encourage the fullest possible involvement of and consultation with parents.
- Pupils should know that they have a means of raising issues of personal concern. They should feel that their concerns are taken seriously, that they are encouraged to talk and that they are listened to.
- Teaching and non-teaching staff should be aware of their responsibilities in identifying and reporting possible cases of abuse.
- The school provides a structured internal procedure to be followed by all members of the school community in cases of suspected abuse.
- The school will support pupils' development in ways which will foster security, confidence and independence.

**Statutory duty**

- The School will take immediate action to safeguard the welfare of any pupil who it suspects is being harmed or is in danger of being harmed.
- The school adopts the provisions of The Children Act, 1989, and the advice given in Circular DfES/0027/2004
- All staff appointed to the school, and who will have substantial opportunity for access to pupils, are subject to a criminal record check from the Disclosure and Barring Service (DBS) before the appointment is confirmed. In addition proof of identity and academic qualifications is required.
- If we are hosting a visitor such as a work experience volunteer, or a potential PGCE student observing for a short while (i.e. less than a term), we insist that they have a current (i.e. within the last 12 months) enhanced disclosure from DBS and that the Director of HR sees this document before they join or on their first day here.
- If someone is undertaking a placement for more than a term at King's we seek an enhanced disclosure from DBS in the usual way even if they already have one.

Child Protection Co-ordinator

- The child protection co-ordinator (the designated person) is the Deputy Head (Pastoral) who will work in conjunction with the Headmaster on all child protection issues.