



# GROUNDSKEEPER & MAINTENANCE CARETAKER

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Website: [www.stmaryscolchester.org.uk/vacancies](http://www.stmaryscolchester.org.uk/vacancies)

# Welcome



Dear Applicants,

Welcome to St Mary's School. We have been educating girls from Colchester and the surrounding areas since 1908 and as such have built a very strong reputation within our local community. Throughout this time the school has grown in size and is now located on two sites. The Senior School is close to the town centre whilst the Lower School and Kindergarten enjoy a more rural location.

St Mary's is a happy and thriving school and we are proud of each and every one of our pupils. We are proud of our diverse student population and we are passionate to create a team of staff reflective of this diversity.

The Senior Leadership Team at St Mary's is small and the positive and collective vision of the team has ensured the success of the school.

This is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community.

If you believe that you can rise to the broad and challenging expectations of the role and you have a genuine desire to work in an environment that has the needs of its students at heart, we look forward to hearing from you.

**NICOLA GRIFFITHS**

Principal

# The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

Our vision is to empower girls to thrive at school and beyond.

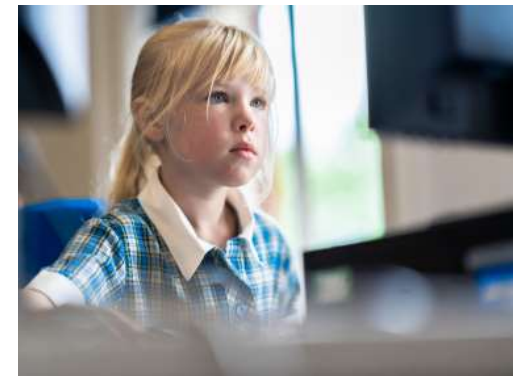
The Lower School was ranked 12th highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School, excellent GCSE results are achieved each year. We're able to achieve such success by tailoring the education to suit the needs of each individual in our small classes and by giving the girls the encouragement and support they need to aim high.

We are strong believers that success in life comes from more than just impressive exam results. At St Mary's we offer a brilliantly balanced education in order to develop exceptionally well-rounded individuals. With a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences on offer, there's ample opportunity to learn new skills and develop talents. There are numerous positions of responsibility available to the girls which help develop their leadership skills, and we foster team spirit through initiatives such as the School Council and School Houses.

For young people to thrive we firmly believe they must feel confident, relaxed and secure. Every child is known and understood and the girls feel comfortable challenging themselves and asking questions.

We believe in instilling the values of respect and courtesy, and through our charity and outreach work the students develop a strong sense of community. We are a leading Eco School and the students get a strong sense of caring for the environment as a result. As a global member of the Round Square Organisation, those who attend St Mary's benefit from our international links, which helps to broaden their horizons.

In this positive environment our young people develop the strength of character and the self-belief they need to make the very most of the life that lies ahead.



# Job description

Job title:	Groundskeeper & Maintenance Caretaker
Reporting to:	Assistant Head of Operations
Hours:	8 hours per day, 10am - 6pm, Monday to Friday, plus some evenings and weekends as required. This is a year-round position.
Salary:	£25,000 - £27,000 pa depending on experience and qualifications plus payable extra hours worked
Benefits:	Pleasant working grounds and location Lunch available during term-time Staff discount for School fees (subject to qualifying criteria) Annual flu vaccination Discounted gym membership Employee Assistance Programme Beneden Healthcare (optional) Bike2Work Scheme

## Job Purpose

To ensure that (as part of a team) the school's buildings, grounds/gardens, facilities and transport service are managed and maintained safely and efficiently. The role of the Groundskeeper is primarily to maintain and improve the grounds at both school sites including all supporting facilities, as well as the maintenance and improvement to an exceptional standard of the horticultural areas, in particular the frontage of both schools, including, but not limited to, the following duties:

## General Duties

- Promoting and safeguarding the welfare of children and young persons
- Key holder – lock up and alarm setting after evening / weekend events or facilities hire
- Delivering and collection of post
- Assisting with activities and events
- To undertake such other duties as may be reasonably delegated by the Principal

## Gardening & Landscaping

- Maintain the cleanliness, tidiness and general appearance of all external hard surface areas
- Provide and maintain playing surfaces and sports pitches, including Tennis and Netball courts
- Ensure the garden and grounds are maintained to an exceptional standard
- Provide front line grounds services in adverse weather conditions, including snow/ice clearance from pathways around the site
- Preserve the security of all playing areas and the maintenance of the hedges, fences and gateways surrounding them
- Work closely with our Head of Faculty to understand the Games programme, Games' requirements and ensure the school's sports fixtures run smoothly
- Pitch marking where required
- Manage general waste and recycling around the site
- Clearing, sweeping and rubbish clearance
- Ensuring that estate sheds and working areas are kept tidy
- Ensure all grounds equipment is maintained and in working order
- Working with the Assistant Head of Operations to ensure working areas are H&S compliant

In addition to the above, the role will also include supporting the site team in a caretaker / maintenance capacity, including, but not limited to, the following tasks:

## Buildings

- Assist setting out and clearing away furniture when required
- Ensure the cellars are kept tidy
- Minor repairs and maintenance to school equipment, furniture and buildings
- Collect recycling bags and cardboard from various areas of the school
- Distribute parcels / deliveries around the school

## Plant and Services

- Check oil / fuel levels and advise for reordering
- Boiler / heating systems – general operation and problem reporting
- Electrical and water (sewage and drainage)
- Meter readings (fuel, energy and water)

## School Transport

- Driving minibuses on an 'as required' basis
- Minibuses to be kept clean and roadworthy

Specific duties (occasional, periodic or regular frequency)  
Safety and Security

- Opening and closing the school, including intruder alarm setting
- Site security and CCTV monitor checks
- Emergency callouts
- Emergency lighting and Fire Alarm tests
- Water quality tests

Suitable branded clothing and equipment will be provided  
Training will be provided where required

Candidates should note that all appointments are subject to a satisfactory medical disclosure, an enhanced check with the Disclosure and Barring Service and such other preemployment checks as school are required to complete.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal, including ad hoc projects and to undertake work of a similar level that is not specified in the job description.

# Person specification

(E) = Essential  
(D) = Desirable

## Qualifications/Knowledge

- Current Driver's Licence (Manual) with the D1 category (D)
- Must have already passed or must successfully complete Minibus (MIDAS) training before transporting students (D)
- First Aid trained (D)

## Skills and Experience

- Ground maintenance and Gardening skills (E)
- Practical/DIY or associated trade skills (E)
- An understanding of what makes excellent customer service (E)
- Able to use initiative and meet deadlines (E)
- Accurate record keeping (E)
- Comfortable with using basic ICT e.g., Microsoft Outlook (E)
- Maintenance/facilities experience (E)
- An understanding of Health & Safety or safe working practices (D)
- Minibus driving (D)
- Basic understanding of vehicle maintenance (D)

## Personal Characteristics

- Team player with a flexible approach and positive attitude (E)
- Honest and discreet (E)
- Reliable and punctual (E)
- Understands & maintains professional boundaries when dealing with others (E)
- Willingness to commit to the St Mary's School ethos (E)







# Application process

Closing date for applications: 24th June 2024

Date of interviews: On a rolling basis

An application form can be downloaded from the school website:  
[www.stmaryscolchester.org.uk/vacancies](http://www.stmaryscolchester.org.uk/vacancies)

Candidates should complete their application form and return it to Mrs M Terry, HR & Compliance Officer at:

Email: [careers@stmaryscolchester.org.uk](mailto:careers@stmaryscolchester.org.uk)

Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal including ad hoc projects and to undertake work of a similar level that is not specified in the job description. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

## Safeguarding

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening.

Please visit [www.stmaryscolchester.org.uk/vacancies/](http://www.stmaryscolchester.org.uk/vacancies/) to read our Application & Recruitment process explanatory notes.

## Privacy notice

Please read our Privacy Notice for Job Candidates, which can be found at [www.stmaryscolchester.org.uk/vacancies/](http://www.stmaryscolchester.org.uk/vacancies/)

We respect your privacy and are committed to protecting your personal data. Our Privacy Notice will inform you as to how we look after personal data held by us and tell you about your privacy rights and how the law protects you. It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using personal data. This Privacy Notice supplements the other notices and is not intended to override them.



St Mary's  
Colchester

