



# MALVERN ST JAMES

## Girls' School

**POST OF**

**Grounds Technician**

**Full-time**

**52 weeks per annum**

**40 hours per week – Shift work across opening hours of School**

## MALVERN ST JAMES LTD

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 4 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

MSJ is in the heart of Malvern in Worcestershire, two hours from London and one hour from Birmingham, having excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 19) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. Ofsted recognised the exceptional standard of boarding with an ‘Outstanding’ inspection judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of ‘Excellent’ in the ISI’s Educational Quality Inspection in May 2017. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care and support for pupil and staff mental wellbeing.

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.

The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School has a brand-new Astroturf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years with WiFi upgrades across the site. The School is currently creating a state-of-the-art Learning Hub centred in the Library and radiating out to learning zones throughout the School to support its commitment to innovation and learning and initiatives in STEAM (Science, Technology, Engineering, Arts and Mathematics).

The Year 13 Sixth Form Boarding House has recently been transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university and the next phase of this programme of improvements within boarding is currently taking place in Benhams, the new Year 11 Boarding House.

Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who are able to meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is ‘full of girls who are going to change the world’!

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School’s daily life. There are regular opportunities for Christian worship.

We offer staff who come to work at the School:

- the opportunity to work with highly motivated staff and talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary scale

## **JOB DESCRIPTION**

<b>Job Title:</b>	Grounds Technician
<b>Reporting to:</b>	Estates Manager
<b>Hours:</b>	Monday to Friday, 40 hours per week On call duties in line with rota

## **MAIN PURPOSE OF THE ROLE**

To assist in the maintenance of grounds associated with MSJ properties, preparing the ground for planting of shrubs, plants and trees with the use of various equipment required to undertake the task

## **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

Reporting to Estates Manager, the Grounds Technician is responsible for:

- Maintenance of grounds associated with MJS properties
- Maintain borders, beds, planters, tubs, woodlands, meadow, orchard, and paths
- Prepare grounds for planting of shrubs, plants, and trees
- Propagate plants in the school's greenhouses
- Undertake horticultural operations on lawns with the use of pedestrian and ride on equipment, strimmer's, hand tools, hedge cutters and any other equipment required to undertake allocated tasks, drive tractor with trailer.
- Follow MSJ School policies
- Undertake litter picking, leaf clearance, clearing snow and applying grit salt as required
- Work out of doors in all-weather condition
- Participation in the out of hours on call rota at weekends and during school building closure times
- Any other reasonable duties required by the Estates Manager

## **All School staff are expected to:**

- a. work towards and support the School vision and the current School objectives outlined in the School Development Plan;
- b. support and contribute to the School's responsibility for safeguarding students;
- c. regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- d. work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors;
- e. work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective;
- f. maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues;
- g. engage actively in the performance review process;
- h. adhere to policies as set out in the Staff Handbook
- i. undertake other reasonable duties related to the job purpose required from time to time;
- j. adhere to School Safeguarding and Child Protection Policies.

## PERSON SPECIFICATION

Criteria	Essential or Desirable	How this will be assessed
Experience working in a ground's maintenance or horticultural role	Essential	Application Form
Experience working in a similar role in a school setting	Desirable	Application Form
Educated to NVQ Level 2 or equivalent	Desirable	Application Form
Horticultural Qualification and or Training	Desirable	Application Form
Good working knowledge of maintenance of grounds	Essential	Interview
Knowledge and experience of health and safety in relation to grounds maintenance	Essential	Interview
Ability to follow policies and procedures	Essential	Interview
Ability to complete work to the required standards and to agreed deadlines	Essential	Interview
Ability to develop and maintain effective working relationships with a wide range of people	Essential	Interview
Demonstrates a flexible approach to work to enable effective delivery of service	Essential	Interview
Punctual and conscientious	Essential	Reference
Good time management and the ability to prioritise workload	Essential	Interview
Can-do attitude	Essential	Interview
Commitment to the safeguarding of children	Essential	Interview
Commitment to the school ethos and aims	Essential	Interview
Commitment to equal opportunities	Essential	Interview
Accurate and fluent spoken English	Essential	Interview

## GENERAL REQUIREMENTS

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

## APPLICATIONS

The completed application form, which must include all dates of previous employment and give reasons for any gaps in employment together with a covering letter addressed to the Headmistress, should be returned to HR Department, by post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or by email to [recruitment@malvernstjames.co.uk](mailto:recruitment@malvernstjames.co.uk)

A CV will not be accepted. The personal statement within the application form should set out why you consider yourself a suitable candidate for the post. Please refer to the person specification and provide examples of how you meet the essential and desirable criteria describing any experience and skills you have gained in other jobs or similar environments that demonstrate your

ability and aptitude to undertake the duties required. The statement should not repeat the contents of the covering letter.

References of shortlisted candidates will normally be taken up before interview. Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory DBS checking.

## **BENEFITS OF WORKING AT MALVERN ST JAMES GIRLS' SCHOOL**

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

### **Pay**

We offer a competitive salary, taking into account previous experience and relative skills and abilities.

### **Pension Scheme**

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, which includes Death in Service Cover to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

### **Sport**

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit. The Sports Club provides many activities for members. These include a wide range of sports and regular competitions.

### **Other benefits include:**

Fee remission

Lunch provided