



Prior Park Schools

Post: Head of Grounds and Gardens

Reporting to:

1. Estates Manager
2. Deputy Estates Manager

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Governance Committees for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.

Purpose of the Role

The role of Head of Grounds and Gardens (HGG) fulfils an essential element of our Estates Team, to lead the maintenance 45 acres at Prior Park College and 15 acres at The Paragon School. The HGG is responsible for ensuring that all sports pitches, play surfaces, gardens and outdoor spaces across the UK school sites are maintained to the required standard.

Contacts

The post holder can expect to have a wide range of contacts with stakeholders both within and beyond the organisation.



Prior Park Schools

The Estates Department

The Estates Department consists of 15 staff split between the grounds/gardens and building maintenance teams which carry out the full range of estate maintenance and property compliance work to all the teaching spaces, boarding houses, private dwellings, grounds, sports pitches and woodland at Prior Park College and The Paragon School.

The Role

The HGG reports directly to and is line-managed by the Estates Manager (PPSEM). This is a working role requiring a hands-on approach by the post holder.

It is essential that the HGG has the ability to communicate with all levels of staff, is self-motivated and lead by example. They must be able to manage and balance the needs of multiple sites and have a high degree of organisation skills and forward planning, all while being sympathetic to the educational, as well as practical, requirements of the Schools.

The role is based predominantly at Prior Park College but travel to other locations is required as part of wider Prior Park Schools work. It will be expected that the HGG is a visible presence at The Paragon School.

As part of the Estates team, the HGG will be expected to help with the general organisation of school events and also to help the maintenance team with other estates duties.

Main Responsibilities and Duties:

- Preparation, maintenance and improvement of all sports pitches including Hockey, Rugby Tennis, cricket, summer athletics and all-weather surfaces.
- Prepare and implement a rolling seasonal and yearly tasks schedule for all works across the estates.
- Produce, review and monitor implementation of all grounds and gardens risk assessments and communicate controls to staff.
- Maintain statutory compliance checks and records including - annual tree inspections/ spraying and sports/play equipment etc.
- Monitor compliance with good Health and Safety legislation and practice, ensuring a safe working environment for staff and visitors to our schools.
- Ensuring the estates at both schools are kept in a safe, tidy, litter-free condition.
- Managing the grounds and gardens budget ensuring that best value for supplies.
- Obtain quotations and work with external contractors as required.
- Liaise with specialist consultants to improve the grounds and gardens, as required.
- Meet routinely with internal stakeholders review and improve service performance. Hold regular team meetings and ensure each member of staff has a comprehensive rolling programme/schedule of work.
- Manage the training requirements for all staff in the team.
- Ensure that all vehicles, machinery, tools and safety equipment are regularly checked, serviced and maintained in safe working condition.
- Inspect, maintain and repair all hard /soft landscaping across the sites including gates, boundary fencing, garden huts, outbuildings, edging, top dressing, pruning shrubs and hedges, tree planting applying fertilisers etc.
- Carry out safely weed spraying, application of fertilisers, chemicals, etc.
- Maintain, enhance and develop all planting borders across all schools and keep accurate planting records (saving plans/designs on OneDrive).
- Manage the propagation of new plants at the schools and 168 North Road.
- Source and maintain all indoor and office planting.
- Be involved in the recruitment and induction of new team members.

Line Management

The HGG has day-to-day line management responsibility for the deployment and performance of the Grounds and Garden team line management responsibilities.

The tasks listed above are not exhaustive. The post holder may be required to carry out other duties reasonably requested including those, which may arise in relation to Prior Park Schools and any of its constituent schools.

JD reviewed November 2024

Professional Specification and Personal Attributes

The post holder must have good interpersonal and communication skills and be able to liaise with visitors and staff at all levels in a friendly and professional manner.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> Minimum Level 2 or equivalent in turf management or Horticulture Full UK Driving Licence 	<ul style="list-style-type: none"> Experience of managing staff First Aid at work certificate
Experience	<ul style="list-style-type: none"> Proven experience working across both grounds and gardens roles in a large organisation similar organisation. 	<ul style="list-style-type: none"> Previous experience of working in a school or educational establishment.
Knowledge	<ul style="list-style-type: none"> Knowledge and awareness of the importance of confidentiality and data protection Good knowledge of machinery and vehicle maintenance. Sound understanding of relevant health and safety and industry legislation, including COSHH. Have a good knowledge of machinery and grounds equipment maintenance. 	<ul style="list-style-type: none"> Knowledge of child protection and safeguarding policies
Skills and competences	<ul style="list-style-type: none"> Good interpersonal, verbal, and written communication skills A confident IT user with experience of Microsoft Office applications Good organisational skills, able to work to strict and often conflicting deadlines An ability to work collaboratively across many departments and develop and maintain positive and supportive working relationships A flexible attitude towards duties and working patterns to fulfil the requirements of the role Very high standards with exceptional attention to detail 	<ul style="list-style-type: none"> Ability to prepare budgets and monitor expenditure against them

Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments, and the HGG can expect to be involved in activities which will require physical exertion, as and when required, always observing health and safety regulations and practices.

We offer a supportive working environment, a competitive salary as well as free lunch each day the kitchen is operational. We also offer 33 days holiday (including bank holidays), access to other benefits including free parking onsite, generous fee remission for eligible children, a contributory pension scheme and complimentary gym membership.