

Vacancy



**Prior Park
Schools**

Head of Grounds & Gardens



Contents

- Welcome Message
- Prior Park Schools
- The Position
- The Person
- The Benefits
- The Process



Message from the Director of Operations and Finance

Thank you for taking an interest in the role of Head of Grounds and Gardens at Prior Park College. We are excited to see how the successful applicant for this role will bring forward their ideas and energy to support our Estates Department.

We hope that you find this brochure helpful and informative, but, should you require any further guidance, please do contact our HR team who will be happy to assist further.

We look forward to receiving your application.

Emma Sandberg, *Director of Operations and Finance, Prior Park Schools*

Mission Statement:

To steward a thriving family of communities with love for the young people they serve at their heart: communities which cultivate creativity, foster integrity, and transform lives.

Our Values:

Curiosity • Generosity • Courage



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 Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school, The Director of Operations & Finance, the Director of Development, and the Head of Compliance. 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.

More information about our schools can be found at www.priorparkschools.com



The Position

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.

The main areas of responsibility

- 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.



The Person

The role of Head of Grounds and Gardens fulfils an essential element of our Estates Team maintaining the grounds and gardens at both Prior Park College and the Paragon school reporting to the Estates Manager.

The Head of Grounds and Gardens will lead a team of gardeners and grounds persons in maintaining the 45 acres at Prior Park College and 15 acres at The Paragon School ensuring that all sports pitches, play surfaces, gardens and outdoor spaces across the school sites are maintained to the required standard.

As well as being the direct line manager to members of the Grounds & Gardens team, this is a working role requiring a hands-on approach from the post holder. It is essential that the to communicate with staff at all levels, be self-motivated and to lead by example. They must also 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.

Qualifications

- Minimum Level 2 or equivalent in turf management or Horticulture.
- Full UK Driving Licence.

Experience

- Proven experience working across both grounds and gardens roles in a large / organisation similar organisation.

Skills and Competences

- 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.
- 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.



The Benefits - Why Prior Park Schools?

There is an extensive induction programme for all new colleagues and we encourage ongoing professional development through generous CPD provision at a school, department and individual level. Individual support and coaching for career progression, internally and externally, is provided by members of the Senior Management Team. Apart from working in an inspiring environment and making an important contribution to our School community, we also offer a range of personal benefits, these include:



The Process

To apply for this role, please complete our application form which can be downloaded from the school website <https://www.priorparkcollege.com/pps-vacancies>

Applications should be emailed to the HR Department: recruitment@priorparkschools.com

Closing date for applications is midday on Friday 6 December 2024

Interviews to be held Friday 13 December 2024

References of those invited to interview will be taken up

For an informal chat or to answer any questions relating to this position, please contact:
recruitment@priorparkschools.com

Child Protection

Prior Park Schools 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 post is exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

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.





**Prior Park
Schools**



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