



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

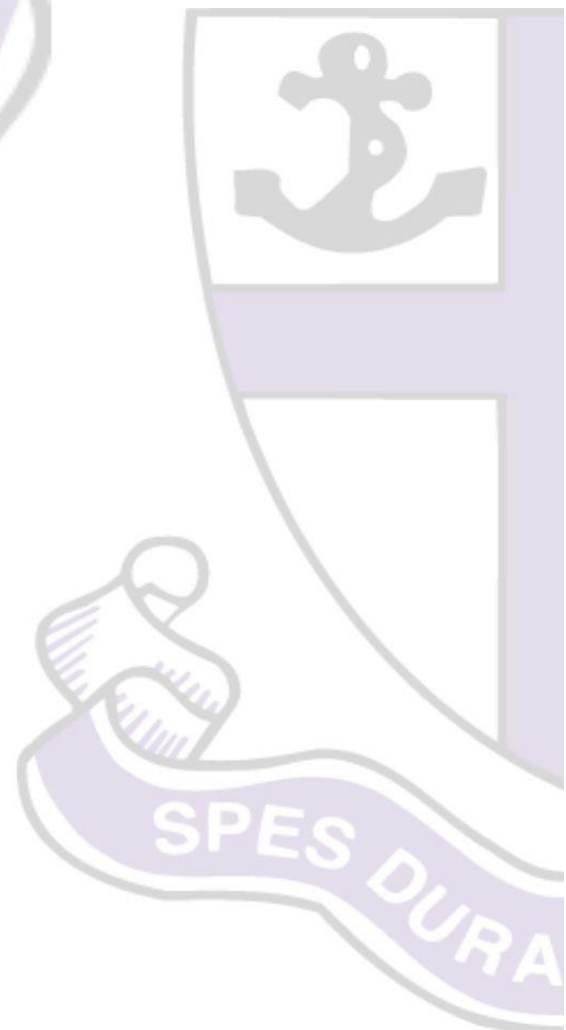
Grounds Person
Required as soon as possible

Contents

- Welcome Message from the Headmaster, Mr Will Chuter
- Recruitment of staff
- The School
- Commitment to Safeguarding
- The Department
- Key Responsibilities
- Person Specification
- Terms and Conditions
- Method of Application
- Notes



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Welcome from the Headmaster



I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

Will Chuter
Headmaster

Recruitment of Staff

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding HMC school. All our staff, regardless of role, play an important part in the provision of our first-class education.

Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2024, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our Policies page to read our Safe Recruitment Policy at [Policies - Kimbolton School](#)



You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



Job Description

Grounds Person

Required as soon as possible

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at [Kimbolton School, Cambridge | Homepage](#)

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality, or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Department

The grounds are a mixture of parkland including an arboretum and pitches as well as other sporting facilities. The summer term sports consist of cricket, tennis, athletics and rounders, while in the autumn and spring terms, the sports are hockey, football and netball. Most of the external matches are played on a Saturday, which is the main focus for the maintenance of the sporting facilities during the working week. Further to this, there is the amenity side of the estate to attend to throughout the year with particular emphasis on school events during the academic year, as well as external usage of the estate's facilities.

Steady investment has been made in the last few years in equipment and materials and the Head Groundsman advises the Bursar on future requirements.

Key Responsibilities

We seek to appoint a presentable “hands on” person who will need to be flexible and at times be prepared to go beyond the call of duty. The person will understand the complexities of the changes in sporting seasons and will be able to work as a member of a committed team. Good inter-personal skills will be required as the post demands contact with teachers in charge of games, together with heads of non-teaching departments.

Duties to include:

- Preparation, maintenance, and development of sports pitches including grass cutting, line marking and wicket preparation.
- General amenity horticulture work to include mowing, edging, planting, and pruning.
- Assist with the in-house repairs and preventative maintenance work on all ground’s equipment.
- Maintenance of woodland and grassed areas.
- Take responsibility for the upkeep of a safe working environment.
- Ensure maintenance duties are carried out to a high standard using the appropriate tools, equipment, and machinery.
- The preparation and maintenance of synthetic sports surfaces and hard courts.
- To ensure the security of all Grounds Department buildings, sheds, and storage containers.
- Carrying out planned preventative and reactive maintenance on a variety of different landscapes in and around the campus.
- To undertake snow clearance and de-icing duties as required.
- To carry out any other duties commensurate with the post as may be reasonably required by the line manager.
- To carry out/contribute to staff objective setting and appraisals where necessary.
- Ensuring timings of work and crossover of sports are met.
- To adhere to all relevant Health and Safety legislation policies and procedures, compliance with the School’s Code of Conduct and Safeguarding and Child Protection policy.

Person Specification

	Essential	Desirable
Knowledge and Qualifications		
Good general standard of education	✓	
Formal horticultural qualifications		✓
Cs30/Cs31 Chainsaw Certificate		✓
PA1 and PA6A spraying certificate		✓
A current valid driving licence		✓
A sound knowledge of the mechanical, chemical and horticultural requirements of grounds maintenance or associated turf role.		✓
Experience		
Experience of school grounds maintenance		✓
Working experience of using light equipment and machinery used in grounds and garden maintenance		✓
Tractor/trailer and self-propelled amenity machinery experience		✓

	Essential	Desirable
Skills and Abilities		
Able to undertake the full range of grounds maintenance work on their own initiative and without supervision		✓
Ability to communicate well at all levels with teaching staff, work colleagues and external contractors		✓
Good level of numeracy and literacy to maintain logs and reports	✓	
Ability to establish and maintain effective working relationships at all levels (other team members, pupils, staff, parents, visitors, contractors)	✓	
Ability to operate a computer using email and internet, along with basic word processing skills	✓	
Ability to plan and manage own day-to day work, to ensure routines are followed and work is attended to		✓
Able to work outdoors in all seasons	✓	
Ability to carry out manual work which will include some medium level lifting and stretching	✓	
Ability to work at height	✓	

Terms and Conditions

Reporting to: Head of Grounds

Accountable to: Bursar

Hours of Work: Full-time: 37.5 hours per week (Monday to Friday and Saturday mornings) 52 weeks per year. There is a requirement for flexibility with working hours during busy periods and major school events.

Remuneration: Dependent upon qualifications, skills, and experience

Probationary Period: 6 months

Pension: The School offers a contributory pension scheme

Lunches: All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.

Additional benefits: Free onsite car parking; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme.

Referees: The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

Method of Application

Please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at recruitment@kimboltonschool.com

The closing date for applications is: 9:00am, Monday 13th January 2025
Interviews will take place shortly after the closing date.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website [Policies - Kimbolton School](#)