



# Job Application Pack

## Groundskeeper and Maintenance Caretaker

Telephone: 01206 572544 Email: [careers@stmaryscolchester.org.uk](mailto:careers@stmaryscolchester.org.uk)

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



## Welcome

Dear Staff,

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, although the two sites are barely 10 minutes' drive apart.

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

We are proud of our diverse student population and we are passionate to create a team of staff reflective of this diversity.

**NICOLA GRIFFITHS**  
Principal

## Ethos

We aim to:

- tailor the education of our pupils so that they are understood, supported and encouraged to thrive.
- provide a happy atmosphere in which the pupils can enjoy school and develop a love of learning.
- provide exceptional pastoral care so that pupils can be challenged and developed.
- encourage all pupils to find and develop their creative flair, their sporting prowess and the other talents and interests which add enjoyment and achievement to life both at school and into adulthood.
- instil the important values of respect and courtesy that will stand them in good stead throughout their lives.
- encourage our pupils to be active, to voice their opinions and to develop a 'have-a-go' attitude, preparing them for success in our ever-changing world.
- give pupils experience of being active members of a caring community conveying the broad, Christian ethos of the school.





## The School

St Mary's is the only independent girls' day school in Colchester, Essex for girls age 3-16. There are boys aged 3-4 with St Mary's in the Kindergarten. St Mary's prides itself in being an expert in girls' education, both academically and in pastoral care.

The Lower School was ranked in the top 25 highest performing Preparatory Schools in England by the Sunday Times for the last several years. 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 our GCSE results are also strong, with pupils achieving some of the highest GCSE grades across a wide range of subjects. We are able to achieve such success through a strong and determined focus on pedagogy and investment in the professional development of staff. There is a close partnership between the school, girls and our parents which ensures that girls have a strong support network during their school career.

St Mary's strives to offer a 'complete and modern' education. Whilst academic results are important, we also believe that equipping girls with skills for their future lives is essential ('character education').

Girls have the opportunity to participate in a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences throughout the year. This gives them ample opportunities to learn new skills, discover talents and develop confidence. Throughout a girl's time at St Mary's, there are also numerous positions of responsibility which enable them to learn leadership skills. Girls also have the opportunity to influence their own environment through initiatives such as the School Council, the School House system, as well as membership of Eco-Schools and Round Square organisations. St Mary's has been an Eco-Ambassador School for a number of years and has an excellent reputation, both locally and

nationally for its drive for eco-awareness, and has received many awards which recognise this.

As we are a relatively small school, every pupil is known by staff and there is a significant focus on tailored pastoral care. Girls are faced with their own specific challenges and St Mary's takes a proactive approach in supporting the girls and their parents in these matters. We see this as the foundation in ensuring that girls at St Mary's succeed and thrive academically, as well as helping girls form healthy and strong relationships with their peers.







## Job Description

Job title:

Groundskeeper and Maintenance Caretaker -  
Estates Team

Reporting to:

Assistant Head of Operations

Line management responsibility:

None

Hours:

8 hours per day, Monday-Friday, 10am-6pm, plus  
some evenings and weekends as required  
This is a year-round position

Salary:

Starting at £25,000-£27,000pa depending on  
experience and qualifications plus payable extra  
hours worked

Holidays:

22 days plus Bank Holidays

Benefits include:

Excellent working conditions, with lunch (term-  
time only) and refreshments available

Close to the town centre

Easy access to main road and rail links

Staff discount for School fees (subject to  
qualifying criteria)

Discounted gym membership

Bike 2 Work Scheme

Annual flu vaccination

Employee Assistance Programme

To apply for this post candidates must complete  
and submit a St Mary's Application Form. Full  
application details are listed at the end of the Job  
Description



#### 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 gardens
- Cut back bushes and hedges
- Removal of weeds and unwanted/dead plants
- Replant plants in pots and/or flowerbeds
- Pruning plants, shrubs and foliage
- Mowing grass areas
- Jet washing outside communal areas and pathways
- Disposal of garden waste
- Manage small projects
- Ensure all garden equipment is maintained and in working order
- Working with the Assistant Head of Operations to ensure working areas are H&S compliant
- Conduct any other general garden duties

#### Grounds Maintenance

- 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
- Ensure the estate sheds and working areas are kept tidy
- Ensure all grounds equipment is maintained and in working order
- Work 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

#### Safety and Security

- Open and close 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.

#### Miscellaneous

St Mary's is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

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 pre-employment checks as schools are required to complete.

Completed application forms must be sent via email to [careers@stmaryscolchester.org.uk](mailto:careers@stmaryscolchester.org.uk) or by post for the attention of Mrs M Terry HR & Compliance Officer

Closing date for applications:  
Monday 8th April 2024

Interviews:  
On a rolling basis



# Person Specification

E = Essential

D = Desirable

## Education / Qualifications

- 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 / knowledge

- Ground maintenance and Gardening skills and qualifications (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)

## Attitude / personal qualities

- 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 ethos (E)

