



STRATHALLAN  
Opportunities for *all* to excel



# Groundsperson

Appointment Brief 2019

Salary £16,200-19,500 (dependent on  
age and experience)

The position is available immediately  
but will be delayed for the right  
candidate

## INTRODUCTION

This is an exciting opportunity to contribute to the running of a well-established, vibrant and successful school.

The position is full time, Monday to Friday. Working a minimum of 35 hours in the winter and 45 hours in the summer. Pay will be averaged at 40 hours per week, with additional hours where required, paid at overtime rates.

## THE SCHOOL



Strathallan School is one of the leading co-educational boarding and day schools in Scotland. There are 520 pupils of ages 9-18, divided between the Junior House (Riley), the three senior Girls' Houses and the four senior Boys' Houses. Approximately 60% of the pupils are boarders.

The School is situated in the beautiful Earn valley as a self-contained wooded estate of 150 acres on the edge of the village of Forgandenny. Perth is the nearest town some twelve minutes away by car and access to the motorways puts Edinburgh (45 mins), Glasgow (1 hr) and the Scottish

Highlands within easy reach.

The school is well-resourced with a mixture of traditional and modern buildings. The Main Building, a Grade B listing, was once a large private mansion, bought by the School's founder in 1920 when he moved the School from its original 1913 location.

There are currently ninety-five members of the teaching staff and ninety support staff.

Non-teaching support staff are organised into the following departments: Administration, Finance, Domestic Services, Estates, Grounds, IT, External Relations, Catering and Medical. The Head of each Department (bar External Relations) is responsible to the Bursar for the efficient running of the Department and staff performance. The Headmaster and Bursar are accountable to the Board of Governors for all aspects of the running and management of the School.



Senior Houses

## **THE ESTATE**

The school is well-resourced with a mixture of traditional and modern buildings. The Main Building, a Grade B listing, was once a large private mansion, bought by the School's founder in 1920 when he moved the School from its original 1913 location.



The Estate is split between the East and West by a small wooded valley. The East Campus contains the Main Building, Dining Hall, artificial grass pitches and all seven senior boarding houses. The West Campus contains the junior boarding house, sports halls, hard tennis courts and the majority of the academic buildings.

The last decade has seen a significant upturn in the School's roll and with it the level of investment in the estate has increased substantially.

## **THE ROLE**

### **DUTIES & RESPONSIBILITIES**

#### **1. Appointment**

You are appointed as a member of the Support Staff at Strathallan School in the post of **Groundsperson**.

#### **2. Line Management**

Be responsible, in the first instance, to the Head Groundsman, or their appointed deputy, in the conduct of your duties.

You are responsible, through your Line Manager, to the Bursar.

#### **3. Key Responsibilities of Post**

Assist with the implementation of routine grounds maintenance programme as instructed by Head Groundsman.

Drive and/or operate tractors & all other grounds equipment, subject to suitable training and induction.

Maintenance of all sports pitches, fine turf and general grass areas to the highest standards.

Ensuring all roads, pathways and amenity areas are salted and gritted appropriately in winter, and assisting with snow clearance as required. You are to make yourself available for such snow and ice clearance out of normal hours to ensure that the School can operate round the clock; such out of hours operations to be remunerated according to the prevailing overtime payment schedules in existence at the time.

Assisting with the maintenance and improvement of the appearance of all grounds amenity areas including floral borders, trees and shrubs to the highest possible standards.

Assisting with the maintenance of all roads, fences, footpaths and woodlands throughout the School grounds.

#### 4. Routine & Other Duties

Operate and maintain grounds vehicles and machinery to ensure maximum performance and safety from the equipment.

Preparation, maintenance and husbandry of all sports pitches, including artificial pitch and hard courts, and amenity areas. This may include liaison with teaching staff regarding requirements for use.

General maintenance of all School grounds, including tidiness, litter collection and waste disposal.

Assist with traffic control and other general duties at specified school events, in particular Speech & Sports Days.

Assist with general security of the School by monitoring the movements of visitors etc

Ensure that the Health & Safety of yourself, your colleagues, the Staff and pupils is not compromised in any way during the execution of your duties.

Attend such training courses as are deemed appropriate to your roll and responsibilities.

Assist with other Estate maintenance tasks as requested through your line Manager, by the Estate Manager or Bursar.

Act responsibly to ensure the safe use and security of grounds equipment and tools, to ensure property is maintained at all times.

Attributes	Essential/Desirable
<b>Experience</b>	
Previous experience of working in a similar environment.	E
Experience of maintaining and setting up horticultural machinery.	D
A proven track record of grounds maintenance.	D
<b>Qualifications</b>	
Hold a recognised horticultural qualification.	D
NPTC chainsaw certificate.	D
NPTC PA1, PA2 & PA6 certificates.	D
PVG Disclosure Scotland clearance (you need not have this on Application, but you will need to be PVG cleared in order to take up the post)	E
First Aid	D
Driving Licence or recognized tractor driving qualification.	E
Health & Safety Qualification (IOSH or similar)	D
<b>Skills</b>	
Knowledge or experience of groundsmanship / horticulture	E
Be able to work without supervision	E
Be able to climb ladders	E
Be able to accept responsibility for the proper completion of jobs and, if required, supervise other operatives	E
Tidy and professional approach to work	E

<b>Attitude</b>	
Professional	E
Flexible approach to work	E
Willing to learn new skills as required	E
<b>Disposition</b>	
Team Player	E
Professional	E
Patient	E
Reliable	E
Punctual	E
Physically fit	E
A good team player, with the initiative to work alone as well as to support other team members.	E
Hard working with a positive and flexible attitude.	E
Neat, tidy and clean	E

### **HOLIDAYS**

You will be entitled to 30 days paid holiday per year inclusive of public holidays.

### **OTHER BENEFITS**

During each School Term, you will, when on duty, be entitled to such meals as are available at the School for pupils free of charge.

Pension Scheme  
Personal Accident Insurance

### **OTHER INFO**

As the work is in a school context, you will be required to attain PVG membership.

The closing date for receipt of applications will be Friday 20th March, 2020 at 12.00 Noon.

A completed application form, including the names of two referees, letter of application (of no more than two sides of A4) and a full CV, should be submitted to the HR Officer via [recruitment@strathallan.co.uk](mailto:recruitment@strathallan.co.uk) or by post to: The HR Officer, Strathallan School, Forgandenny, Perthshire, PH2 9EG.