

ELIZABETH COLLEGE

GUERNSEY ♦ FOUNDED 1563

PARTICULARS OF VACANCY

Groundsperson &
Landscape Gardener

September 2022



www.elizabethcollege.gg
01481 726544

Leading
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Schools





Elizabeth College Groundsperson & Landscape Gardener

We are seeking a suitably trained individual to undertake the role of Groundsperson and Landscape Gardener from September 2022. The postholder will work closely with both Grounds and Maintenance teams to prepare and present College playing fields, maintain equipment and materials, in addition to planning, planting and contributing to the upkeep of the outdoor environment across all Elizabeth College sites.

This role is full-time, year-round for an average of 42 hours per week based on a bi-weekly Saturday morning working arrangement and occasional further weekend working on a flexible basis; the successful postholders will work for 40 hours per week followed by 44 hours on the following week.

Information and full details of the post are included in the following documents, which are attached to and form part of these Particulars:

- ✓ Job Description
- ✓ Person Specification

ELIZABETH COLLEGE

Elizabeth College, founded in 1563 by Queen Elizabeth I, is a broadly selective day school. One of the earliest members of the Headmasters' and Headmistresses' Conference (HMC), the College provides a challenging, broad and stimulating academic and extracurricular programme for children between the ages of 2½ and 18.

Elizabeth College Junior School is coeducational. The infant department at Acorn House provides a pre-school and pre-prep education for children aged 2½ through to 7 (Key Stage 1). The Junior department, at Beechwood, provides an education for children aged 7 through to 10 (Key Stage 2) and prepares boys and girls for entry to secondary education at the age of 11. ECJS Acorn House and ECJS Beechwood are co-located on a site approximately half a mile away from the Upper School.

The Upper School became coeducational in September 2021 with girls joining the College in Year 7 and Year 12. This change was made recognising the needs of modern society and builds on both our well-established coeducational offering in the Junior School and the positive impact of our twenty-year Sixth Form partnership with The Ladies' College. Years 8-11 remain boys only as we take a phased approach to the introduction of the coeducational model.

The Upper School offers a wide variety of subjects with most students taking between nine and eleven GCSEs. At Sixth Form (ages 16-18), we work in an academic partnership with The Ladies' College in order to offer a broad curriculum and to flexibly accommodate the A level choices of our students.

Beyond the classroom, there are extensive opportunities for students to become involved in Sport, Music, Drama, STEM activities, trips and tours, the Combined Cadet Force (CCF), the Duke of Edinburgh's Award Scheme and many other activities.

Elizabeth College is proud of its academic record but we feel strongly that a successful school experience is about much more than examination certificates. We celebrate all of the talents of our students and look to support and guide them as children and young people through to adulthood.



ISI INSPECTION NOVEMBER 2021

Elizabeth College has received an outstandingly positive report from its recent inspection. Assessing the quality of College's educational provision, the Independent Schools Inspectorate (ISI) gave Elizabeth College the highest rating of "Excellent" on both the quality of the pupils' learning and achievement and the quality of the pupils' personal development.

As a member of the Headmasters and Headmistress's Conference, Elizabeth College is inspected by the Independent Schools Inspectorate (ISI). ISI inspections are validated by Ofsted, but differ in elements of the framework used, and also the grading system.

The inspection was completed by a team of 8 inspectors in November 2021 and covered the whole of Elizabeth College, including the Pre-School, Junior School and Upper School.

ISI inspections allow Elizabeth College to be compared to the best independent schools in the UK. Inspection reports include both qualitative and regulatory assessments and include appraisal of the quality of the pupils' learning and achievement, personal development, spiritual, moral, social and cultural development, welfare, health and safety and the quality of leadership and management.

The inspection report is generous in its praise of the **overall quality of the education** provided by the College and for the pupils themselves, as exemplified by the following excerpts:

- The quality of the pupils' learning and achievement is excellent.
- Pupils of all ages and abilities develop comprehensive subject knowledge, skills and understanding across all areas of learning, appropriately challenged by teaching that addresses linguistic, mathematical, scientific, technological, human and social, physical and aesthetic and creative aspects of learning.
- Pupils move on to the next stage in their lives with confidence and self-assurance, wanting to live adventurously whilst approaching the concept of risk sensibly in all that they do.

The report also reflects on the College's **curricular provision, quality of teaching and excellent outcomes** which the whole College achieves from its broad intake of pupils:

- Pupils enjoy their learning, think independently and have energy and passion in their drive for success.
- Pupils respond well to a thoughtfully constructed curriculum and to teaching that demands active engagement by pupils.
- The pupils' excellent commitment to success is strongly inspired because teachers set high expectations and consistently model highly positive attitudes to learning and achievement.
- Pupils' achievements in external competitions, in gaining other intellectual distinctions, and their successes in sport and the arts are outstanding.
- Older pupils commented that, though the school encourages excellence it does not mean perfection and that they are helped to take a balanced approach to life.

Pastoral care and the quality of relationships throughout the school are particularly highly praised:

- The quality of the pupils' personal development is excellent.
- Pupils' strong sense of responsibility, resilience, perseverance and self-esteem is the result of a well-organised proactive pastoral system.
- Pupils can be themselves and respect one another for their individuality.
- Pupils are kind to each other and considerate to their teachers.

The College's **leadership opportunities** and role within the community are also highlighted:

- The opinions of pupils are routed through active school councils which influence the direction of the school.
- Many seek opportunities both in the school and the wider community to take on responsibilities and opportunities.



With the overriding objective of helping schools to build on their strengths and identify areas for further improvement, the report includes these recommendations:

- Ensure all pupils make equally strong progress across all areas of the school, through consistent application of marking, oral feedback and suitable challenge in all lessons.
- Strengthen junior school pupils' ability to apply information and communication (ICT) skills proficiently across the curriculum.
- Strengthen upper school pupils' ability to reflect on the philosophical and spiritual ideas to which they are exposed.

Principal of Elizabeth College, Jenny Palmer says,

"I am really pleased with the outcome of our ISI inspection and the very positive way it reflects on our students and all of the hard work that our staff do to support them. When the inspectors visited us in November their focus was on student outcomes and all we do as a school community to facilitate those outcomes, from Pre-School through to the Sixth Form. It is great to see our academic, extra-curricular and pastoral provisions recognised as excellent and it is really helpful to be provided with recommendations on what we can do to improve still further, something we have already made a start on."

Please visit our website at www.elizabethcollege.gg for further information about Elizabeth College. If you have any questions about the post, please do not hesitate to contact us.

Applications for this position must be submitted on the Elizabeth College application form available on our website (www.elizabethcollege.gg) or on request from:

Mrs Lauren Lihou, HR Manager E: HR@elizabethcollege.gg
The Bursary, Elizabeth College, The Grange, St Peter Port, Guernsey, GY1 2PY

Assistance completing the form can be provided upon request from Lauren.

Please do not submit supplementary information by CV or letter. All relevant information must be included in the application form.

Elizabeth College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

We welcome applications regardless of age, gender, ethnicity or religion.

The closing date for applications for this post is **noon on Monday 26th September 2022.**





Job Description Groundsperson & Landscape Gardener

Job Title:	Groundsperson & Landscape Gardener
Place of Work:	Elizabeth College (all sites)
Responsible to:	Head Groundsperson & Site Maintenance Manager
Job Purpose:	Responsible for assisting the Grounds Team with the preparation and presentation of College playing fields, maintaining equipment and materials, and as part of the Maintenance Team for the planning, planting and maintenance of the College outdoor environment
Working Arrangement:	Full-time, year-round role plus some weekend work on a flexible basis
Hours:	Bi-weekly Saturday morning working arrangement averaging 42 hours per week; 40 hours one week followed by 44 hours the following week including attendance at 5 INSET days
Remuneration:	States of Guernsey Scale E.01 – E.03 (currently £15.24 – 15.29 per hour)

Main duties and responsibilities

Overview

In all these and any subsequently allocated tasks, a very high degree of tact, dedication and responsibility will be expected. In the performance of your duties you will work closely with the other Grounds and Maintenance Team members with whom a close degree of mutual support, teamwork, respect and co-operation will be essential, as well as working with staff across the College. A cheerful, helpful disposition and good communication skills are essential.

The post holder will be required to undertake general grounds maintenance and landscape maintenance tasks and is therefore expected to be proficient in some or all skill areas including carpentry, painting, horticulture, and landscape design and construction. These skills would be utilised across the following duties:

College Field & Memorial Field (MF) - Autumn/Winter Football & Rugby:

Assist Grounds staff to:

- Regularly aerate both fields at least once a month using Verti-drain and slitter rotating accordingly
- Keep grass on pitches cut to appropriate lengths and perimeter grass tidy as weather permits
- Assemble football goals as required
- Keep football and rugby pitches at both fields regularly marked until season ends
- Put out flags at both fields as requested by PE staff when games are being played at either field
- Make sure bins at both fields are emptied and both fields are clear of litter and debris
- Clear the MF Astro pitch of debris and brush once a week as weather permits.

Groundsperson & Landscape Gardener

College Field & Memorial Field - Spring/summer Cricket, Games/Sports Day

Assist Grounds staff to:

- Mark out fields ready for cricket and school sports
- Regularly cut and stripe outfields to required high standard
- Regularly cut, scarify, overseed, fertilise and roll grass wickets
- Mark out cricket boundaries on both fields
- Keep hedges, banks and hedges cut
- Regularly water cricket wickets at both fields
- Fertilise and water the outfield at MF
- Mark out pitches for sports day at both fields.

Perrot Court & Elizabeth College Upper School & Elizabeth College Junior School

- Maintaining and presenting all grassed areas to the highest standards
- Regular weeding of all flower beds, borders and pollinator patches
- Pruning and shaping of shrubs, bushes and trees
- Clearing and cleaning of outside hard surfaces including raking leaves, removing weeds and other debris
- Creating planting schemes and designs
- Development of a kitchen garden in conjunction with the Chef Managers
- Preparation of seedbeds and growing sites
- Maintenance and development of ornamental areas within the College grounds
- Liaison with the Eco-Team including attendance at meetings
- Liaison with the Maintenance Team including reporting any defects to school equipment / buildings / infrastructure which require attention
- Construction of gravel and paved areas, walls, fences and garden furniture

Wider College Responsibilities

- Requirement to become a special constable and support the wider team with crossing duties
- Requirement to become a First Aider and a Fire Marshall

General

- Be aware of, and comply with all College policies and procedures including safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to the appropriate person
- Attend and participate in regular meetings, as required
- Participate in training (CPD) and other learning activities as required to maintain personal expertise in specialist areas and retain professional qualifications where required.

The above list of duties is not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by the Bursar.

Job descriptions may be reviewed and subsequently amended or modified to reflect the changing needs of the school.

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Person Specification: Groundsperson & Landscape Gardener			
	Essential	Desirable	How assessed
Education and/or Qualifications:			
Trained in Landscape Gardening	✓		Application form
Willing to train as a First Aider and Fire Marshal	✓		Application form
Holder of a valid driving licence	✓		Interview
Willing to train as a Special Constable	✓		Interview
Experience & Knowledge:			
Experience of working in a similar role	✓		Application form
Experience of working in a school or other educational setting		✓	Application form
Familiar with Grounds equipment and able to operate them safely and effectively i.e. Verti-draining, mowing, line marking, hedge cutting, fertilising	✓		Application form; Interview
Knowledge of workplace Health & Safety compliance requirements		✓	Application form; Interview
IT Literate		✓	Interview; References
Appreciation of Ecology and knowledge of eco-friendly practices in relation to Grounds		✓	Interview
Experience of creating and implementing planting schemes and designs	✓		Application form; Interview
Personal and Professional Skills and Attributes:			
Well-motivated and enthusiastic with high standards and a positive 'can-do' attitude and customer service ethos	✓		Interview
Flexible, pro-active approach to work including the ability to prioritise and re-prioritise and take the initiative	✓		Application form; References
Excellent interpersonal skills and able to communicate and collaborate effectively with staff at all levels	✓		Interview; References
Committed to continuing professional and personal development	✓		Interview
Willing to work flexibly and to adapt to the school's changing needs, and to be 'on call' for urgent issues as required	✓		Interview; References
Tact, discretion and loyalty, integrity and high professional standards	✓		References
Desire to present Elizabeth College in the best light at all times	✓		Interview