



Grounds and Garden Operative Information Pack





The School

Monkton places thinking differently at the heart of its strategic vision. We are already one of the country's best known smaller boarding schools and pride ourselves on our size meaning you can really get to know all of the pupils and serve as a full part of our community. We are a Christian school with worldwide connections and interests, and have a strong reputation for pioneering and proactive pastoral care.

A single board of Governors oversees the entire School (Prep and Senior) and Monkton is a registered charity and is incorporated as a company limited by guarantee. The Principal acts as both the Head of the Senior School and as the CEO of the group of schools.

The Senior School enjoys a very attractive rural location in the Monkton Combe valley some two and a half miles south of the historic city of Bath. Nearby is Monkton Prep with a separate Head but part of the same foundation.



The Senior School and Prep School have a strong boarding tradition; however, day pupils comprise one third of the intake of the Senior School and are in the majority in the Prep School. Since 1992 when it merged with Clarendon School for Girls the school has been co-educational with three boys' boarding houses and three girls' boarding houses, all in the school's immediate environs..



The School buildings are in many cases converted houses, formerly privately owned, in the village. There are also many purpose-built teaching areas and extensive playing fields; the School has two boathouses on the River Avon. Some staff live in the valley in school accommodation. There has been a major programme of rebuilding and improvement in recent years: a £4.5 million extension and rebuilding of Maths and Science Departments was completed during 2008, a completely remodelled £3.5m Music Department opened in February 2012, and a significant enlargement and refurbishment of the Art and

DT Departments in 2015. Current projects are focusing on the refurbishment of boarding accommodation, and a ten-year strategic estate plan is being rolled out.



The Role

Responsible to: The post holder is responsible to the Grounds & Gardens Manager and ultimately the Head of Operations.

Fundamental task: To work under the supervision of the Grounds and Gardens Manager, the Grounds and Gardens Operative carries out Garden maintenance work and grounds preparation across all school sites and in line with the needs of the school.

Specific Duties and Responsibilities:

- General gardening, turf care, grass cutting and similar work which may include heavy lifting.
- Maintenance of flowerbeds, weeding, hoeing, planting, pruning etc.
- Maintenance of various trees to include using a wood chipper when required.
- Hedge trimming and cutting back brambles etc.
- Managing and maintaining tubs and hanging baskets.
- Care and maintenance of the small school farm, including mucking out the enclosure and replenishing hay. The role therefore includes some work around live animals (sheep, goats, alpaca).
- On occasions the operative may be required to assist the Grounds team with carrying out tasks on the schools sports facilities.
- Maintenance of ditches, paths and removal of grass clippings and leaves etc.
- Operating various machinery, this would include pedestrian and ride on mowers, two stroke and electric handheld equipment, driving tractors and Utility vehicles.
- Maintain watercourses, assist with tree lopping, repairs to hard landscape areas including large and small projects.
- Installation of fencing around the school site plus maintaining existing fencing.



- Carry out weed spraying, application of fertilisers, chemicals etc. and ensure spray records are maintained and kept up to date.
- Attend appropriate training courses to allow safe use of chainsaws and other power equipment, if required and as agreed with the Grounds and Gardens Manager.
- Assist with erection & dismantling of sports equipment, goal posts, marquee etc.
- Possibility of receiving training in pest control
- Other duties as required from time-to-time supporting other staff, as defined by the Bursar or Grounds & Gardens Manager, at either the Senior School or the Prep/Pre-Prep site.

Note: The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.

Person Specification

Note: some of the areas described in this person specification would be developed through the training on the job over the course of the first year.

		Essential	Desirable
Qualifications	NVQ2 Amenity Horticulture (minimum qualification required) or equivalent	√	
	Hold a full, clean and current Driving Licence (to include tractor driving and towing a trailer).	√	
	Experience of delivering a front line service to members of the public.		√
	Chemical Spraying license (PA1, 2 and 6)		√
	NPTC Cross Cutting License		√



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		Essential	Desirable
Experience	Practical experience in horticulture	√	
	Ideally has worked in an education setting, or a setting involving young people		√

		Essential	Desirable
Knowledge And Understanding	Awareness of relevant Health & Safety issues	√	
	Safe working practices within a Gardens / Grounds post	√	
	Practical horticultural skills i.e. Mowing, Shrub/Hedge pruning, use of basic tools and machinery maintenance.	√	
	Knowledge of how own job fits into the activity and role of Monkton	√	
	Child Protection responsibilities	√	

		Essential	Desirable
Skills	Able to work unsupervised	√	
	Good communication skills	√	
	ICT Literate		√



		Essential	Desirable
Personal Attributes	Honest, trustworthy, reliable and punctual	√	
	Ability to prioritise and organise work commitments.	√	
	Flexibility in working hours will be required to meet the demands of the role	√ √	
	Able to work as a team member as well as lone working.		
	Ability to follow and implement instructions and work routines	√	
	Committed to personal development	√	
	Excellent attention to detail.	√	
	Willingness to work in two settings, Monkton Prep School and Monkton Senior School to meet the demands of the role	√	
	Self-motivated, with an enthusiastic attitude and sense of humour	√	
	Awareness of the responsibilities of working in an environment with young people.	√	
Full sympathy with the Christian ethos of the School and be able to consider the Christian perspective in counselling situations, while being sensitive to those with different or uncertain beliefs.	√		

Safeguarding

Monkton Combe 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 including checks with past employers and Disclosure and Barring Service.

- [Child Protection \(Safeguarding\) and Staff Code of Conduct and Behaviour Policy, including EYFS](#)



- [Equal Opportunities Policy, including EYFS](#)

Diversity Statement

We seek passionate individuals who live out our four core values (confidence, integrity, humility and service) and inspire our bright, curious and enthusiastic students. Monkton thinks differently. We appreciate and value difference, and our ambition is to attract, develop and retain a diverse mix of talented people that will contribute to our ethos and values.