



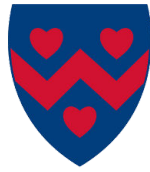
THE ORATORY PREP SCHOOL

Curiosity | Kindness | Wisdom

Head of Grounds

Full-time, Permanent Post

www.oratoryprep.co.uk



THE ORATORY
PREP SCHOOL

Letter To Candidates

Dear Candidate,

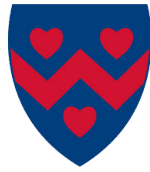
Thank you for your interest in the post of Head of Grounds at The Oratory Prep School. This is an incredibly exciting time to be joining the school's family, and we are looking for the right person to join our talented staff, supportive parents and amazing children.

The Oratory Preparatory School (The OPS) is an independent day and boarding school providing an enriched education to boys and girls aged 2 to 13. Benefitting from being part of the wider Bellevue Education group, we are committed to delivering exceptional teaching; combining the best of tradition with the latest innovations. Set within 65 acres of Oxfordshire countryside with outstanding facilities, we nurture happy, balanced, confident and inquisitive children.

The Oratory Prep School aims to provide the best possible education for its pupils, both in and outside of the classroom. Staff are expected to have high expectations and are provided with every support from myself and the Senior Leadership Team.



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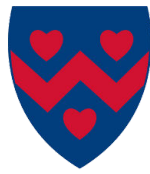
For those wanting to join us here at The Oratory Prep School as our Head of Grounds, I would welcome a call from candidates to talk through the process. Please read through the job description, person specification and visit our website to get a flavour of our school. If you feel you would enjoy the challenge and rewards of working at The Oratory Prep School, I would be pleased to receive your application. It is important that the statement in support of your application (found in the application form) does not re-state details included elsewhere in the application but addresses:

- why you are applying for the post of Head of Grounds at The Oratory Prep School
- the Job Description and Person Specification

Please note that references will be sought for all candidates. Please complete the application form and send, together with a covering letter, to Human Resources at humanresources@oratoryprep.co.uk. If you wish to arrange a call with me or a potential visit, please use the same email address. Please note that we may interview and appoint before the closing date, so early applications are encouraged.

Good luck!

Mr Andrew De Silva
Headmaster

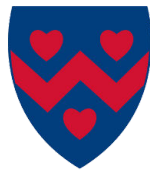


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Why The Oratory Prep School?

- We were rated 'Excellent' in our recent ISI Inspection (December 2021).
- Our reputable Scholarship Programme and dynamic Leadership Programme help secure consistently high grades and impressive scholarship awards to some of the country's top senior schools.
- Our excellent pastoral support, with an emphasis on Catholic values, is central to all aspects of school life.
- We focus on outdoor learning, including Forest School for all years.
- We offer outstanding Performing Arts opportunities through LAMDA from Year 1, instrument and vocal tuition and musical and drama productions.
- Boarding is an integral part of school life, providing full, weekly and flexi-boarding for children in Year 3 upwards.
- Our high calibre sports coaching and outstanding facilities include a learner pool, a 25 metre heated indoor swimming pool, a full size 3G pitch, 4 tennis courts and multiple pitches.
- Our action-packed Activity Programmes offer activities ranging from Fencing to Cookery alongside a diverse programme on Saturdays, called The Newman Programme, offering orienteering to Podcast Club.





THE ORATORY
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Vacancy: Head of Grounds

Our 65 Acres of grounds provides our children and families with the most amazing environment to learn and play. Whilst our core purpose is to educate our wonderful children, it is important that our Grounds showcase our high expectations. We are therefore excited to advertise for a Head of Grounds to join the team from 2nd February or as soon afterwards. They will be responsible for the production and maintenance of the highest standards of playing surfaces/gardens and facilities - with the vision that our site looks and feels like a country estate. You will need to demonstrate 'hands on' leadership with administrative and budgetary management responsibilities.

This is a full time year round role.

Start Date: February 2024

Closing date for applications: 5th January 2024

For further details please contact the Human Resources department:

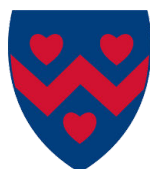
E-mail: humanresources@oratoryprep.co.uk

Alternatively, please visit our website for an application form:

<https://www.oratoryprep.co.uk/welcome-from-the-headmaster/working-at-the-ops/vacancies/>

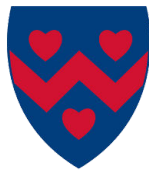
Phone: 01189 766 921

The Oratory Prep School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service.



Details About The Post: Head of Grounds

Salary and Benefits	<ul style="list-style-type: none">• Salary - £32,000 to £36,750• Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods;• 5% Pension contribution with Scottish Widows• 25 days holiday + public holidays• 4 x salary Death in Service insurance benefit.• Perkbox - rewards and benefits platform• Swimming sessions in the school pool (free)• Generous pro-rata fee remission• Accommodation is available on the school site at reduced rent
Type of post	Permanent Post
Safeguarding of pupils	The Oratory Prep School is committed to safeguarding children and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced DBS checks along with other relevant employment checks.
Expected Start Date	January / February 2024
Working Hours	Full-Time
Equal Opportunities	<p>Rationale The Oratory Prep School is committed to equal opportunities for all pupils and staff, regardless of race, gender, age, physical disability, political or religious affiliations or marital status, and this is fundamental to the ethos of the school.</p> <p>Purpose</p> <ul style="list-style-type: none">• To provide an environment in which all pupils feel equally valued and have equivalent opportunities as others, regardless of race, gender, age or physical disability, in all areas of the curriculum.• To ensure that there is an equal opportunity for employment development and promotion for all staff and that they are not discriminated against on grounds of race, gender, age, physical disability, marital status, religion or politics. <p>Guidelines</p> <ul style="list-style-type: none">• Recruitment, development and promotion of staff will be based solely on the criteria of merit and ability and suitability for the job.• No job application or employee will receive less favourable treatment on the grounds of gender, race, ethnic or national origin, marital status, domestic circumstances, age, sexuality, disability, political or trade union activity or religious beliefs.
Closing Date	5th January 2024



Details About The Post: Head of Grounds

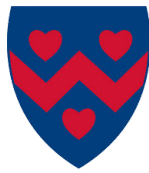
Job Description

We are looking for someone to have responsibility for the production and maintenance of the highest standards of playing surfaces/gardens and facilities. You will need to demonstrate 'hands on' leadership with administrative and budgetary management responsibilities. The role will be line-managed by the Business Manager, but will report ultimately to the Headmaster.

Job Description: General duties

To take full responsibility for the day to day running of sports grounds, gardens and facilities to meet the requirements of the Headmaster and the Bursar:.

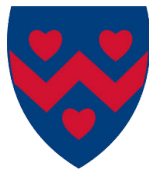
- Close Liaison with the Director of Sports to ensure that their requirements are met.
- The establishment and direction of seasonal grounds maintenance schedules.
- Ensure a safe external environment exists for pupils and staff, to include such aspects as tree assessment and management.
- The provision and effective deployment of manpower, plant and machinery.
- Ensure proper and cost-efficient procurement and maintenance of equipment through a combination of purchase, lease and hire and in-house and outsourced labour.
- Seek to improve and introduce more efficient ways of working.
- Manage and monitor a grounds budget covering labour resources (comprising two Grounds staff), grounds maintenance materials, external contractors, machinery, maintenance, purchase of new equipment and capital works.
- Coordinate the negotiation, purchase, storage and control of all consumable materials and services in a cost-effective manner.
- Maintain awareness of industry developments and propose how these will impact on the school.
- Maintain a thorough knowledge of and ensure compliance with all relevant National and Local current legislation, i.e. health and safety, first aid, COSHH, environment management and employment to ensure compliance.
- Assume delegated health & safety responsibility for all grounds operations.
- Conduct regular risk assessment programmes.
- Offer innovative proposals to improve the facilities provided for the pupils.



Details About The Post: Head of Grounds

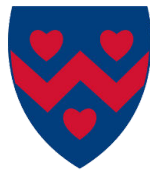
Main Duties

- Responsibility for the grounds is deemed to include:
 - General cleanliness
 - Fences and signage.
 - Maintaining pathways and other 'unbounded' areas and woodland.
 - Control of animals (pets and pests) and the general public's access to the grounds in liaison with the Caretaker.
 - Parking, trespassers/security.
- Develop the most efficient, effective and environmentally friendly methods of grounds waste disposal including composting away from public gaze.
- Attend H&S committee meetings as required.
- Liaise with the Bursar to provide sports grounds/facilities in the school holidays.
- Maintenance of the bins and bin store.
- Snow/ice clearance of pathways and roads as required during the winter.
- Day to day management and supervision of the grounds staff
- Any other duty as required by the line manager and Headmaster, including working as part of the wider facilities team with close liaison with the Maintenance Manager.



Person Specification: Head of Grounds

	Essential	Desireable
Qualifications and Experience	<ul style="list-style-type: none">• Extensive experience in grounds management, preferably in an educational setting• NVQ Level 2/3 Amenity Horticulture and Sports Turf Maintenance or relevant equivalent qualification.• Grounds management experience which must include cricket grounds, pitches, rugby/soccer pitches, and a full range of artificial surfaces.• Sound knowledge and use of horticultural machinery• Excellent organisational and administrative skills.• A current driving licence• Strong leadership and organisational skills	<ul style="list-style-type: none">• A degree in horticulture, landscape architecture, or a related field• Familiarity with compliance and health & safety regulations related to grounds maintenance.• A Chainsaw Maintenance certificate• A PA6A spraying certificate• Formal training in manual handling and risk assessment.• Fundamental budget planning and control skills.• Proficient in budget management and project planning
Communication	<ul style="list-style-type: none">• Excellent interpersonal skills for liaising with staff, students, and external contractors.• Ability to articulate and implement the school's vision for its outdoor spaces	
Innovation	<ul style="list-style-type: none">• Demonstrated ability to enhance and develop outdoor facilities, promoting sustainability and environmental awareness• Support the curriculum needs of the schools, e.g. forest schools, bees and chickens	
Personal Qualities	<ul style="list-style-type: none">• Committed to getting the job done no matter the time of day or day of the week• Willingness to adapt to the dynamic needs of a school environment and participate in community events or projects, including our PTA (Friends of Oratory Prep School)• Adept at leading and motivating a grounds team, fostering a collaborative and positive working environment• Professional and personable at all times• Good sense of humour• Strong IT ability to liaise with staff	



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Find Out More About Our School

For all our latest news and photos, please follow us via our social media channels



The Oratory
Prep School



@oratoryprepschool



@OPS_OratoryPrep



The Oratory
Prep School

Take our Virtual Tour



"The staff are experts. I leave my children knowing that they will be stretched, supported and developed in every way possible. We consider ourselves very lucky to have found The Oratory Prep School and look forward to many more years of being part of such a caring and nurturing community." Current Parent.

The Oratory Prep School, Goring Heath, South Oxfordshire
RG8 7SF

www.oratoryprep.co.uk