



MERCHANT TAYLORS'
School

Job description	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
The School	<p>Merchant Taylors' School is a large Independent Boys' School, situated in 280 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 370 boys, while the Senior School has over 960 pupils. The School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.</p> <p>The Ground department care for a verity of different areas within the school campus. The amenity areas around the school buildings with flower beds and ornamental lawns, sporting areas with rugby, football cricket and hockey pitches to woodland areas with lakes and a river running through the site.</p>
Job title	Grounds Person
Function	Support Staff
Reports to	Grounds Manager
Line management duties and responsibilities for	N/A
Summary of role	Under supervision of the Grounds Manager, maintain the playing surfaces and facilities to the required standard for the user.
Main duties and responsibilities	<ul style="list-style-type: none">• Undertake routine maintenance of areas within the school site including preparation work on a range of sports facilities and surfaces.• Undertake minor construction and landscaping work.

	<ul style="list-style-type: none"> • Follows standard procedures requiring knowledge of the functional area. • Drive vehicles and equipment as required for grounds maintenance operations. • Ensure vehicles and equipment used by self and work group are regularly maintained in accordance with routine operating requirements. Monitor the use of consumable items and spares and make arrangements for their replenishment. • If qualified ensure the safe use, storage, calibration and disposal of pesticides and other similar substances. • Promote the Health and Safety of self and others. Respond to emergencies. • Establish and maintain effective working relationships with managers, colleagues and end users. • Make recommendations to supervisor regarding improved work systems, labour and machinery utilisation. • Maintain good communications with customers and end users. <p>To undertake any other duties as may be reasonably required and requested by your line manager to meet the school's priorities and demands.</p>
Safeguarding responsibilities	<p>It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master</p>

Person Specification

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> GCSE Maths and English 	<ul style="list-style-type: none"> Completed IOG Training Level 1 & 2 and working toward IOG Level 3 training on management techniques and principles to produce a safe and consistent surface. PA1 – PA6 spraying certificate. National/Scottish Vocational Qualification Level 2 Sports Turf Maintenance or IOG National Technical Certificate or BTEC First Diploma/First Certificate in Horticulture or City & Guilds National Certificate in Horticulture. 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<ul style="list-style-type: none"> 2 years prior grounds person experience. 	<ul style="list-style-type: none"> Some cricket wicket preparation experience. 	<p>Contents of the Application form</p> <p>Interview</p> <p>Professional references</p>
Skills	<ul style="list-style-type: none"> Tractor Driving 	<ul style="list-style-type: none"> Awareness of relevant Health and Safety legislation. 	<p>Contents of the Application form</p> <p>Interview</p>

		<ul style="list-style-type: none"> • Formal training in manual handling. • A valid driving licence. 	Professional references
Knowledge	<ul style="list-style-type: none"> • Proven Knowledge of machinery handling. 	<ul style="list-style-type: none"> • Ability to identify pests and disease. • Good knowledge of sports turf and pitch maintenance. 	Contents of the Application form Interview Professional references
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> • Willingness to work outdoors and in all weathers. • Proven reliability and punctuality. • Ability to work effectively as part of a team, whilst able to work with minimal supervision. • Good communication and interpersonal skills. • A flexible and proactive approach to work. • Attention to detail. 		Contents of the application form Interview Professional references

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

General Conditions

Start date	July 2025
Hours	<p>Term time</p> <p>8.00 am – 5.00 pm Monday to Friday</p> <p>8.00 am – 12.00 noon One in four Saturdays (Autumn and Spring Term)</p> <p>8.00 am – 12 noon Alternative Saturdays (Summer Term Only)</p> <p>School Holidays</p> <p>8.00 am – 4.00 pm Monday to Friday, only.</p> <p>Some extra hours will be required during the summer term to cope with the demands of cricket at the school.</p> <p>The hours worked will be 40 hours per week on average over the year (shorter working week in the winter)</p>
Salary	£26,542 - £30,721 per annum (based on relevant qualifications, experience and skills)
Holiday	25 days per annum
Other benefits	<p>15% employer contribution to a defined contribution pension scheme (Contributory)</p> <p>Life cover 4 x annual salary and income protection</p> <p>Access to a cash flexible benefit in lieu of pension contribution</p> <p>Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider</p> <p>Staff fee remission on school fees (subject to admissions criteria)</p> <p>(all of the above subject to eligibility criteria)</p> <p>Use of School leisure facilities, including pool, gym and lake.</p>

	Lunch provided free of charge when the School Catering Department is open Free parking on site, with access to electric vehicle charging (payable via app) Support for professional development and professional membership fees
Closing date for applications	Friday 18 th July 2025, 9am
Interviews to be held	w/c 21 st July 2025 Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

How we use your information

We will use the information which you provided, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children).

Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website.