



Est. 1919

BRAMBLETYE

Estates Team Member (x 2 posts)

**Applicant Information including
Job Description, Person Specification
and Terms & Conditions**

May 2018

Brambletye School

Brambletye is an IAPS co-educational boarding/day school for pupils between the ages of 2 ½ and 13. Pupils are prepared for Common Entrance or Scholarship Examinations to a wide range of senior schools. The School was founded in 1919 at Sidcup Place, Kent and moved to its present site, just off the A22, one mile south of East Grinstead, in 1933. In 1969 it was formed into a charitable educational trust with a Board of Governors, which includes parents and Old Boys, with a range of academic and educational experience.

The School facilities are centred on a large country house in the Ashdown Forest, in its own woodlands and extensive playing fields. The whole property covers 140 acres. The School has outstanding sporting, music, drama and arts facilities. These include an Art Room and Design Technology Workshop, a Library, an ICT Room, a large Theatre and Music Rooms. There is also a Sports Hall, tennis and netball courts, two squash courts, an indoor swimming pool, an artificial turf pitch and several playing fields.

Aims of the School

The School has established the following eight aims which guide every aspect of school life.

1. To provide pastoral care and academic and extra-curricular education of the highest quality for children aged 2½ - 13 years, which can develop the abilities of all pupils and allow them to reach their potential.
2. To inspire an understanding of the wisdom of the past and the technology of tomorrow's world, to foster a love of learning for its own sake, and a strong and independent work ethic.
3. To prepare pupils for entrance tests and exams, including Pre-Tests, 13+ Common Entrance and (where appropriate) Academic Scholarships.
4. To instil a lifelong love of Music and the Performing Arts, and to stimulate an interest and understanding of the Visual Arts, Design Technology and new areas of Digital Technology.
5. To promote the benefits of a healthy lifestyle and to offer a varied and well-organised sporting programme. To promote individual and collective participation by all, regardless of ability.
6. To promote a strong pastoral framework, ensuring the welfare, happiness and safety of all our pupils (boarding and day), while remaining fully committed to the merits of boarding life.
7. To instil and develop in our pupils qualities of character to see them through their lives beyond school, and to build their confidence and their mental wellbeing.
8. To produce children who are talented and high-achieving, but who are also generous of spirit, curious about the world and its inhabitants, alive to its possibilities and engaged with their role in it, with a balanced perspective on life, allowing them to feel at ease with others.
9. To develop spiritual awareness and understanding, and provide a clear moral framework for all members of the school community, based on Christian principles, but also on genuine respect for and understanding of people of all faiths and backgrounds.
10. To commit to the school's charitable role within both the local and wider community, and to develop responsible citizens through promotion of the fundamental principles of fairness, tolerance and respect for others.

Job Description - Principal Duties and Responsibilities

All members of the Estates Team form part of the Support Staff at the School. The role will assist in ensuring the school buildings, site and grounds are maintained throughout to the highest standard.

From carrying out general maintenance or more advanced repairs or upgrades on our buildings, to marking out pitches, mowing the grass and general countryside management, the post holders will be involved in a wide range of duties at the School.

Anyone with previous multi-trade or grounds experience would be of particular interest to us but because there are two roles, we will also consider applicants from various backgrounds, i.e. those currently labouring, experienced individuals or those straight out of school/college. Qualifications aren't essential but a can-do attitude and a willingness to get stuck in, help out and work hard are. These are physically demanding positions and ones where you will be outside in all weathers.

This is an exciting role which will involve all sorts of activities across the estate working in a great team.

With two full time posts waiting to be filled, we are looking for individuals with the right attitude and not necessarily all of the skills or experience set out below. Although both roles are full time posts, we will consider part time applicants and also job shares.

Grounds

- Grass mowing using both the ride on and pedestrian mowers
- Strimming, spiking, harrowing, rolling etc
- Hedge cutting
- Clearing leaves and other debris
- Tree and woodland maintenance, e.g. pruning and minor tree surgery
- Pest control
- Applications of fertilisers and fungicides
- Creating, marking out and setting up of playing surfaces
- Maintenance of roads, paths and fences including clearing and repairing.
- Erection and dismantling of outdoor sports equipment and ensuring the general up-keep of all associated equipment
- Clearing snow and ice and spreading salt/grit during periods of inclement weather

Maintenance

- To carry out first line repairs and maintenance for reactive, routine and preventative tasks such as (knowledge and experience of some but not necessarily all of the following would be an advantage):
 - Plumbing, e.g. repairing a leaking pipe, basic installation work (replacing taps, replacing washers etc.)
 - Plastering work, e.g. repairing cracked or broken plaster, making good damaged walls following the removal of shelving
 - Fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences
 - Mechanical
 - Electrical, e.g. changing light bulbs, PAT and emergency lighting testing
 - Carpentry, e.g. hanging doors, replacing door handles and locks
 - Tiling

- Decorating
- Water hygiene and testing
- Assist with the general upkeep, servicing of and maintenance of equipment

Site work

- General site work including preparation of rooms, general lifting and carrying duties
- Assist with the set-up and clear-up of key school events
- Ensuring all areas of the site are free from litter and all drains and gullies are free-flowing and clean
- To help lock all School buildings as required, usually at the end of each term and at the end of each day during the School holidays

General

- Working with various different types of tools, equipment and machinery
- Drive vehicles and use equipment as required
- Directing traffic and supervision of the parking of cars within the school grounds during some school events including sporting fixtures
- Reporting jobs which require attention of Estate team staff
- To attend training in order to fulfil the Job Description
- Maintaining the awareness of the Health and Safety Regulations in your areas of responsibility (including the safe operation of machinery in accordance with the operator's manual)
- Due to the nature of the role, candidates must be physically fit
- To undertake any other duties as requested by the Head of Estates, Headmaster, Bursar or Deputy Bursar

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 the post may vary from time to time without changing the character of the duties or the level of the responsibility entailed.

Safeguarding and the welfare of children

Brambletye School is committed to safeguarding and promoting the welfare of children. The School has a range of policies and procedures for child protection and security. All staff at Brambletye are expected to understand and follow all of these policies and procedures as part of their professional responsibilities.

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact. The post holder must 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 the children in the School, they must report any concerns immediately to the School's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

During the interview process, candidates should expect to be questioned about issues that are relevant to safeguarding children. Candidates should also be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been the subject of any child protection concerns.

Offers of jobs at Brambletye will usually depend on the applicant's letter of application, application form, references and performance over the interview process. For some posts, particular qualifications or skills are required. However, all those who are offered a post at Brambletye are expected to be:

- supportive of and committed to the School's policies on Safeguarding;
- supportive of the School's policies on Equal Opportunities;
- mindful of their personal responsibilities relating to Safety, Health and the Environment;
- mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential;
- accepting of the need to follow all other school policies and procedures as appropriate and relevant to their post.

Confidentiality

The successful candidate must maintain the confidentiality of information regarding Brambletye School, its staff and its business. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

Person Specification

Criteria	Essential / Desirable	How Assessed
Qualifications		
Hold appropriate qualifications relevant to the role	Desirable	Certificates
Experience		
Practical experience of working in a similar role	Essential	Application Form / Interview
Operation of machines and power tools and their care	Desirable	
Worked within a school or similar environment	Desirable	
Knowledge and Understanding		
General gardens, grounds or maintenance knowledge	Essential	Application Form / Interview
Sound understanding of Health and Safety legislation, standards and procedures	Essential	
Skills and Competencies		
Excellent communication and interpersonal skills, with the ability to communicate effectively with a diverse range of people of all ages and at all levels	Essential	Application Form / Interview
Highly practical with common sense and initiative	Essential	
Excellent timekeeping skills with an ability to prioritise tasks, solve problems and seek help when needed	Essential	
Confidence and assertiveness combined with the ability to exercise tact and diplomacy	Essential	
Ability to work to verbal instruction and requirements, with care, accuracy and attention to detail	Essential	
Willing to help others whenever necessary	Essential	
Co-operation and effective teamwork with all staff within the Estates Team and other departments	Essential	
Have a constructive, positive and professional attitude	Essential	
Attributes		
Ability to work in a way that promotes the safety and wellbeing of children and young people	Essential	Interview
Provide the highest possible standard of workmanship	Essential	
Able to work independently with minimum supervision	Essential	
Flexible approach to duties and working hours	Essential	
Be co-operative, reliable and consistent	Essential	
The ability to work calmly under pressure	Essential	
Physically fit and in good health in order to handle a physically demanding manual workload	Essential	
Self-motivated, confident, committed and enthusiastic	Essential	
Good attention to detail and high standards	Essential	
Friendly, cheerful and polite manner	Essential	
Good IT skills	Desirable	
Work to prescribed timescales and qualities	Essential	
A sense of humour	Essential	
Other Requirements		
Possession of a full UK driving licence	Essential	Checks and Clearances
Possession of a D1 entitlement on driving licence	Desirable	
Undertake training and development, as required	Essential	
Satisfactorily meeting the School's employment checks	Essential	

Terms and Conditions

How to apply: To apply for this role, please complete the application form on the School's website and email it to Heather White at hwhite@brambletye.com

Closing date: Wednesday 27th June 2018 at 9.00am

Interview: Interviews will take place throughout the week commencing Monday, 2nd July 2018

Start date: To be discussed at interview

Responsible to: Head of Estates

Salary: The salary will be commensurate with the successful candidate's experience, qualifications and a consideration of current salary. Salary expectations will be discussed at interview.

Hours: Although both roles are full-time posts, we will also consider part-time applicants and job shares.

The full time hours are:

- (i) 8.30am-5.00pm, Monday to Friday, to include a one hour lunch break. This is a full year post.
- (ii) 8.30am-12.30pm on non-exeat Saturdays during term time, worked on a rotation basis with a half day taken in lieu during the week. To be arranged and agreed in advance in consultation with the Head of Estates.
- (iii) In addition, the post holder will be required to work on a Saturday if the term ends on that day plus special events such as Sports and Speech Day, Pre-Prep summer fun day and the School's bonfire night.

During certain times of year, there is a requirement and need for overtime to be worked, which will either be paid or time taken off in lieu. Any overtime is to be agreed in advance by the Head of Estates and Bursar.

In an emergency situation, the post holders may be called outside of his/her normal working hours to resolve or help resolve a business critical task. All hours completed will be paid at the appropriate overtime rate.

Holiday: 25 days holiday per year plus bank and public holidays. Public holidays occurring when the School is in session may be working days.

Additional benefits: Staff discount on the fees of children at the School

Membership of the School's contributory pension scheme for support staff

Lunch is provided free of charge during term time and there is parking on-site

Other: Any offer of employment will be subject to the following conditions:

- receipt of two satisfactory references;
- a criminal record check (enhanced DBS);
- qualifications check;
- a satisfactory medical questionnaire and if required, a medical

- examination;
- proof of eligibility to work in the UK including identification checks.