

# Grounds Supervisor JD & PS

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# History of Stephen Perse

The Perse Girls School, founded in 1881, evolved into the Stephen Perse Foundation in 2007, and first admitted boys to its Senior School in 2017. Stephen Perse has grown over recent years, adding a co-educational sixth form to its highly successful Senior School in 2008, and four nurseries and early years settings (three in Cambridge and one at Dame Bradbury's in Saffron Walden) between 2010 and 2021. Stephen Perse has been fully co-educational in all settings since 2017 and now comprises four nurseries, two junior schools, a senior school and sixth form.

Predominantly a day school, there are currently 60 (mainly sixth form) boarders. As well as its reputation for academic excellence, Stephen Perse is renowned for an innovative approach to education, and a focus on preparing students for the future.





## Our Mission Statement

At Stephen Perse, our mission is to educate and inspire the contributors to tomorrow's world: intelligent young people with the creativity, compassion, confidence and conviction to question, evaluate and improve society.

## Our Vision Statement

To deliver this mission, our vision is to create and sustain an outstanding educational environment that:

- Fosters modern scholarship through exceptional teaching and a dynamic, flexible and rigorous academic curriculum.
- Provides outstanding breadth of opportunity and quality of experience through a rich and varied co-curriculum.
- Nurtures and celebrates individuality, wellbeing, personal development, and contribution to the growth of others, through superb pastoral care, social and emotional education, and learning support.
- Champions and models equality, diversity and inclusivity, and social and environmental responsibility with a global outlook.

## Our Values Statement

With excellence and creativity in teaching and learning at the core of each of our schools and nurseries, we value the positive difference our students can make in the world through:

- Scholarship and the advancement of knowledge and understanding.
- Kindness, courtesy, inclusivity and collaboration.
- Diligence, independence and self-reliance.
- Humility, reflectiveness and the pursuit of self-improvement.
- Character, individuality, wellbeing and confidence.
- Conserving the environment and living sustainably.

*Welcome from the Principal*

## Richard Girvan

Stephen Perse is a leader in modern independent education, superbly well placed, both to meet the challenges, and to seize the opportunities, presented by its future.



Any school, indeed, any group of schools, is only as strong as its people. Stephen Perse boasts exceptional people across all of its schools and nurseries, and invests in their recruitment, development and empowerment to ensure our pupils benefit from excellent role models, outstanding support and exceptional teaching. As Principal, I consider this investment in our people to be of utmost importance.

At Stephen Perse, all are united in embracing the modern world and in seeking to help our pupils to find and take their place in it, as confident, socially responsible adults. We seek to attract people who are inspired by this challenge, people who share our values, people who are passionate about our collective vision of developing the change-makers of the future.

**Richard Girvan**  
*Principal*

## Grounds Supervisor JD & PS

### Responsible to: Head of Estates

**Location: All sites**

#### Role Description

To be responsible for the professional maintenance, development, and safety of the school's outdoor estate. This includes the routine care of Multi-Use Games Areas (MUGAs) and general-use grassed surfaces, alongside the specialist management of ecological zones and Forest School areas. As a sole practitioner, the Grounds Supervisor is expected to work with a high degree of autonomy to ensure the grounds are a safe, functional, and aesthetically pleasing environment for pupils, staff, and visitors.

#### Main Responsibilities

The Grounds Supervisor is responsible for the end-to-end management of the school's outdoor environment, ensuring all grassed areas, MUGAs, and play spaces are maintained to a safe and tidy standard. This role requires a proactive approach to seasonal planning, ranging from basic turf care and line marking to the sensitive cultivation of biodiversity areas and Forest School sites. Working

independently, the Grounds Supervisor will oversee the safe operation of all grounds machinery and ensure full compliance with health and safety regulations. While the role is primarily focused on the estate's natural assets, the Grounds Supervisor acts as an integral part of the wider Estates Team, providing occasional support for site security, event logistics, and transport requirements.

#### Sports Turf and Grounds Maintenance

- Estate Maintenance: Maintain all grassed areas, hedges, and borders to ensure the school's outdoor environment is kept to a clean, safe, and professional standard.
- Surface Care: Execute year-round maintenance of general-use grassed surfaces and Multi-Use Games Areas (MUGAs), ensuring they are free of debris and fit for daily student use.
- Functional Sports Preparation: Carry out seasonal line marking for junior running tracks and 5-a-side football pitches as required for the school's physical education program.

- Treatment and Health: Monitor and treat grassed areas for pests, weeds and wear-and-tear, ensuring all chemical applications are handled in strict accordance with COSHH and health and safety regulations.

#### Ecological and Biodiversity Management

- Management Planning: Develop and implement formal management plans for ecological zones, wildflower meadows, and Forest School sites, balancing the school's biodiversity goals with overall site aesthetics.
- Habitat Cultivation: Coordinate sensitive seasonal "meadow cuts" and manage invasive species to promote local flora and fauna across the estate.
- Forest School Maintenance: Ensure Forest School areas are safely maintained and developed to provide a high-quality outdoor learning environment for pupils.
- Sustainable Advice: Act as a specialist advisor to senior management regarding ecological initiatives and the sustainable development of the

school's natural assets.

## Machinery, Equipment, and Compliance

- Asset Management: Take full responsibility for the safe operation, security, and routine maintenance of all grounds machinery, including tractors, ride-on mowers, and power tools.
- Record Keeping: Maintain meticulous records for machinery servicing, fuel usage, and asset inspections.
- Site Inspections: Conduct and record routine safety checks, including fire sounders, playground equipment, ground safety, and ladder inspections.
- Winter Service: Ensure the school remains operational during inclement weather by managing the gritting of paths and snow clearance.
- Contractor Liaison: Supervise external contractors to ensure they adhere to school safeguarding and health and safety protocols.

## Leadership and Development

- Independent Planning: Work as a sole practitioner with a high degree of autonomy, planning daily and seasonal workloads without direct supervision.
- Budgetary Oversight: Manage the grounds budget effectively by obtaining quotes for approval and

ordering supplies in accordance with financial procedures.

- Mentoring: Act as a mentor and supervisor for any future Grounds Apprentice, supporting their practical training and vocational qualification requirements.
- Operational Support: Provide flexible support to the wider Estates Team for site security, event logistics, and transport requirements to ensure smooth daily operations.

## General responsibilities

- Act as an excellent ambassador for Stephen Perse at all times.
- Build and maintain good working relationships with all Stephen Perse colleagues.
- Assist as necessary in other Stephen Perse areas at peak times.
- Work at all times towards the aims and goals of Stephen Perse and any individual objectives and targets you may have agreed.
- Proactively identify areas for improvements within Stephen Perse.
- Actively promote the Stephen Perse Equal Opportunities Policy, encouraging staff awareness and participation in all areas.
- Act in accordance with the Data

Protection principles at all times.

- Adhere at all times to Stephen Perse operational and employment policies and procedures.
- Take care of your own health and safety and that of people who may be affected by what you do (or do not do).
- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Follow the training you have received when using any work items Stephen Perse has provided.
- Adhere to the Stephen Perse Privacy Notice and ensure private and confidential data is kept secure and disposed of in the appropriate manner.

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may reasonably be required within the general scope and level of the post.

## **Safeguarding and welfare of children**

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, will be to adhere to and ensure compliance with the Stephen Perse Safeguarding and Child Protection Policy statement at all times. If, in the course of carrying out the duties of the post, the role-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 School's Designated Person or the Stephen Perse Designated Safeguarding Lead. All employees of Stephen Perse adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be **found on the government website**.

# Person Specification

	Essential	Desirable	Assessment Method
<b>Qualifications</b>	<p>Appropriate clean UK driving licence</p> <p>Educated to at least GCSE standard or equivalent</p> <p>Spraying certificates PA1 and PA6 (essential for independent chemical application)</p>	<p>D1 category licence holder but not essential</p> <p>Recognised horticultural qualification to HNC level or equivalent</p> <p>An IOSH Health &amp; Safety qualification or equivalent</p>	<p>Application Form</p> <p>Production of the Applicant's certificates at interview</p>
<b>Knowledge &amp; Experience</b>	<p>Proven experience in professional grounds maintenance or greenkeeping</p> <p>Experience operating and maintaining grounds machinery (tractors, ride-on mowers, etc.)</p> <p>Knowledge of sports turf care, including renovation and line marking</p>	<p>Experience working in a school or college environment</p> <p>Knowledge of wildflower meadow management and biodiversity initiatives</p> <p>Experience in budget management and ordering supplies</p>	Application Form
<b>Skills &amp; Aptitudes</b>	<p>Due to our statutory obligations in respect of safeguarding, the ability to read, understand and communicate in English to a sufficient standard to understand these obligations is required</p> <p>Physically fit with the ability to work in changeable outdoor conditions and perform manual labour safely</p> <p>Ability to work with a high degree of autonomy and plan seasonal workloads as a sole practitioner</p> <p>Highly motivated for lone working while also being a collaborative member of the wider Estates team</p>	<p>Ability to multitask across a multi-site operation</p> <p>Strong ICT skills for record-keeping and maintenance logs</p> <p>Experience in mentoring or supervising staff or apprentices</p>	Interview
<b>Personal Attributes</b>	<p>Professional attitude to colleagues, pupils and the working environment</p> <p>High level of attention to detail and pride in the aesthetic presentation of the estate</p> <p>Passion for outdoor environments and environmental sustainability</p>		Interview

## Terms and conditions

All appointments for Stephen Perse are subject to satisfactory reference and disclosure and barring service (DBS) checks, suitability to work with children checks, online checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

## Hours of work

37.5 hours per week, working Monday to Friday between the hours of 07.00am-5.00pm. This position is full-time 52 weeks a year with some evenings, weekends and emergency call outs.

## Salary

£28,300 - £33,749 per annum.



## Benefits

- 30 days holiday plus bank holidays and Christmas closure.
- Contributory pension scheme - matching up to 7%.
- Salary sacrifice tech and cycle to work schemes.\*
- Life assurance scheme.
- Rail season ticket loan/discount on train travel on Greater Anglia rail services.
- Lunch and refreshments provided during term time.
- Annual flu immunisation.
- Many of the sites offer covered bike parking.
- Free access to the Cambridge University Botanic Garden.
- Access to private health and dental plan subscriptions.
- A staff discount on School Fees of 50% (pro rata for part time and term time) should staff have a child at any school (from Reception to Year 13) within Stephen Perse.

*Please note, all benefits are under periodic review and subject to change.*

*\*Eligibility criteria applies.*

## Privacy Notice

Please see our privacy policy which is available on the recruitment portal.  
<http://www.stephenperse.com/recruitment>



Please apply directly by downloading an application form from our recruitment page at [www.stephenperse.com/recruitment](http://www.stephenperse.com/recruitment), or email [recruitment@stephenperse.com](mailto:recruitment@stephenperse.com) to request an application form.

Please send completed application forms to [recruitment@stephenperse.com](mailto:recruitment@stephenperse.com)

We are unable to accept CVs.

## The Recruitment Process

- Closing date for applications:  
**9am on Thursday 22 January.**
- Interviews will take place:  
**Tuesday 27 January 2026.**

**References may be taken up before interview.**

### Invitation to interview and recruitment arrangements

Stephen Perse is committed to safeguarding and promoting the welfare of its pupils. Stephen Perse has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to eight weeks to complete.

Stephen Perse has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.





Stephen Perse

Foundation

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