

## Job Description

<b>Job Title:</b>	General Ground Worker
<b>Hours of Work:</b>	08:00 to 16:00 Monday to Friday
<b>Department:</b>	Estates
<b>Job Grade:</b>	6
<b>Accountable to:</b>	Estates Building Assistant Manager Estates Building Manager
<b>Number of direct reports:</b>	None
<b>Budgetary responsibility:</b>	None
<b>Location:</b>	Stowe School (work across the other schools within the Group may be occasionally required)
<b>Purpose of the role:</b>	The General Ground Worker plays a key role in supporting the maintenance, development, and overall appearance of the school's extensive estate. Working as part of the Estates team, the role involves a wide range of practical tasks, including grounds maintenance (both planned and reactive), minor repairs, seasonal work, and general upkeep of outdoor areas and facilities. The post holder will help ensure the school estate remains safe, functional, and visually appealing for pupils, staff, and visitors, contributing to the smooth operation of the school and the delivery of a high-quality environment.

### The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

### Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of

progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

**Key Tasks:**

**Key Responsibilities and Accountabilities:****Collaboration with the Team and Wider School Community**

- Work closely with the Estates Team, ensuring a coordinated approach to maintenance, repairs, and project work across the school estate.
- Communicate effectively with the Estates Building Manager and Assistant Manager, reporting on maintenance issues, progress of work, and any health & safety concerns.
- Collaborate with other trades, contractors, and external specialists to ensure high-quality work and compliance with relevant regulations.
- Provide support to teaching and support staff, responding promptly to maintenance requests from HALO (maintenance reporting software) to minimise disruption to school activities.
- Liaise with matrons and other key staff to prioritise workload effectively, ensuring essential repairs are completed in a timely manner.
- Engage with the wider school community, ensuring all work is carried out with minimal impact on students, staff, and visitors.

**Key tasks:**

- Carry out a range of groundworks including paving, trench digging, fence installation and repair, and re-pointing of brickwork.
- Assist with general maintenance and improvement of paths, access routes, and hardstanding areas across the estate.
- Support landscaping and grounds maintenance activities as required, including clearance, drainage, and groundwork preparation.
- Operate hand tools, power tools, and small machinery safely and effectively in line with training and health and safety regulations.
- Work collaboratively with the wider Buildings and Estates team to support school operations and planned projects.
- Ensure all work is completed to a high standard and in compliance with relevant health, safety, and safeguarding policies.
- Respond flexibly to the seasonal and operational needs of the school, including occasional out-of-hours or emergency support.
- Carry out procurement of materials as required.
- Carry out demolition works as required.

- To carry out any other reasonable tasks as requested by the Estates Management Team that may not be linked directly with the role, but will aid the overall benefit of the school.

#### **Health & Safety Compliance**

- Carry out works in full compliance with **CDM 2015 Regulations**, ensuring safe working practices at all times.
- Conduct **risk assessments and method statements (RAMS)** before starting any task.
- Ensure compliance with **PUWER 1998** regulations for the safe use of power tools and equipment.
- Safely handle and dispose of glass, adhesives, sealants, and other materials, following **COSHH guidelines**.
- Maintain and correctly use **personal protective equipment (PPE)**, such as gloves, eye protection, and safety footwear.
- Use **School vehicles** in a safe and reasonable manner, ensuring vehicles are parked securely and any faults are reported to the Maintenance Manager.
- Operate the school's **mobile elevating work platform** safely and responsibly.

#### **Safeguarding Statement**

Stowe School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an **enhanced DBS check** and provide references prior to employment.

<b>Person Specification:</b> The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form		
Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>GCSE's Grade C and above</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 2 in Construction Operations and Civil Engineering Services</li> <li>CPCS Red Trained Operator Card</li> </ul>
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>Knowledge of regulations and standards covering the construction industry</li> <li>A sound knowledge of Construction practices</li> <li>Ability to read drawings and take information from specifications, schedules etc</li> <li>Knowledge of construction related health and safety regulation and practices</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and experience of working in historic buildings or settings.</li> <li>PASMA Licence/experience of using cherry pickers</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Good communicator both verbal and written</li> <li>A friendly and helpful manner</li> <li>To be physically fit and agile</li> <li>Flexible and willing to adapt to the overall needs of the school.</li> <li>Willingness to undertake a range of jobs as requested by the Estates Management Team.</li> <li>To be willing to work outside in all weather conditions (PPE and uniform will be provided).</li> </ul>	
This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder		
<b>Date Agreed: June 2025</b>		

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of General Ground Worker we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5