



AMESBURY SCHOOL
HINDHEAD



JOB DESCRIPTION

GARDENER, MINIBUS DRIVER AND MAINTENANCE ASSISTANT

ABOUT US

Amesbury is an independent co-educational day preparatory school catering for pupils between the ages of 9 months and 13 years.

The main catchment areas for the school include Godalming, Haslemere, Midhurst, Petersfield and Farnham. The area is marked with outstanding nursery and school provision. Despite intense competition Amesbury has continued to be one of the strongest preparatory schools in the area and features in the Good Schools Guide. The School was last fully inspected by ISI in September 2017 and compliance inspected in July 2022. It was judged to be excellent in all categories and subcategories and fully compliant.

Children left the school in July 2023 for over 21 different senior schools, reflecting Amesbury's independence, and there have been over 50 scholarships awarded to Amesbury pupils in the last three years. Since 2017 the school has invested over £3m in capital expenditure projects.

Amesbury is a day school, Monday to Friday. Registration is at 8.15am and school closes at 6pm. 5.45pm.

The school has a special energy and the people who work here are completely committed to both Amesbury as a school and as a place.

SCHOOL AIMS

Our principal purpose is quite straightforward. It is simply that we want every child to enjoy his or her time at school; to feel valued as individuals, in an environment where their talents can prosper to the benefit of the community, so that when the time comes to leave us, each child will so with confidence high, skills sharpened and personalities rounded.

More specifically we aim to:

- Develop in every child the necessary skills, aptitudes and abilities to enable them to become emotionally resilient independent learners.
- Develop a caring community within the school by encouraging commitment, courtesy, cooperation, tolerance and compassion towards one another whilst understanding that each individual is a member of a wider community.
- Promote and nurture a close relationship between home and school in the partnership of education.
- Provide all stakeholders with a model of organizational excellence.
- Create the circumstances in which all members of staff have the opportunity for personal development and feel able to make the fullest of contributions to school life.
- Fulfil our social and environmental responsibilities to society.

Personal Information

Requirements

- Previous experience in gardening, driving minibuses and general maintenance
- The ability to implement and adhere to standards and procedures
- Good interpersonal skills

b) Salary

£15,270

c) Character & Personality

You will:

- Be the opposite of a clock watcher and want to go the extra mile
- Understand that relationships, not rules, make schools successful
- Have a sense of humour
- Be an energizer rather than an energy sapper
- Be willing to roll up your sleeves and 'pitch in'
- Dive headfirst into a very busy, creative school
- Be committed to working hard every day in order to develop something incredible
- Take the initiative, work independently, and be prepared to take intellectual risks
- Want to work collaboratively
- Be a strong communicator
- Be utterly reliable
- Believe in Amesbury and be committed to its ethos, culture and values

d) Child Protection / Safeguarding

Amesbury is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.

All successful applicants will be required to complete an enhanced DBS check which must be maintained throughout the period of employment.

Job Description

Overview

3 days per week 7.00am – 3.00 pm with 5 weeks holiday

30-minute unpaid break

Lunch provided in term time

Pension scheme

Free parking

Reporting

You will report to the Estate Foreman.

Responsibilities

Specifically, you will:

Gardening:

- Maintain and grow the garden to ensure it meets specific requirements and expectations.
- Perform basic maintenance such as cutting the grass, managing weed control and leaf raking.
- Plant and nurture new trees, flowers, and various plants.
- Work with hand tools and basic light machinery.
- Service all garden equipment and machinery.
- Maintain a clean garden by clearing rubbish and litter from the garden and grounds.
- Provide guidance to management on matters related to the garden.
- Advise management on the costs of plants and garden necessities.
- In put into the planning/design of key beds e.g. seasonal baskets and tubs
- Ensure a safe environment for staff and clients by adhering to safety and health regulations.

Minibus Driving:

- Hold D1 entitlement on your driving license or be a trained minibus driver. Although training can be provided.
- Be able to drive the minibus on the school morning runs.
- Be able to drive the minibus to local schools to provide transport for sporting matches as and when required.
- Be able to drive the minibus for school trips as and when required.
- Provide car park security as and when required.
- Help at school events when required for car parking and security duties.
- Weekly minibus cleaning.

Maintenance Assistant:

- All maintenance requests are dealt with in good manner and to the best of their ability.
- They have good all-round maintenance skills and the ability to turn their hand to most things.
- They are prepared to carry out heavy manual work as instructed by the Estate Foreman.
- They are prepared to support the Estate Foreman in the daily routine of the school as required and ad hoc tasks.
- Any repairs needed are to be reported to the Estate Foreman and carried out by the Maintenance Department in accordance with the instructions of the Estate Foreman.
- They perform all tasks with the safety of others in mind.
- Attend in-house training and keep necessary skills up to date

It is the job holder's responsibility for promoting and safeguarding the welfare of children for who s/he is responsible, or with whom s/he comes into contact, to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the role, the job 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 Safeguarding Lead or the Deputy Designated Safeguarding Lead.

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