OUNDLE
School

Gardener/Groundstaff

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 840 boarding and 280 day pupils, with 260 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 600. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

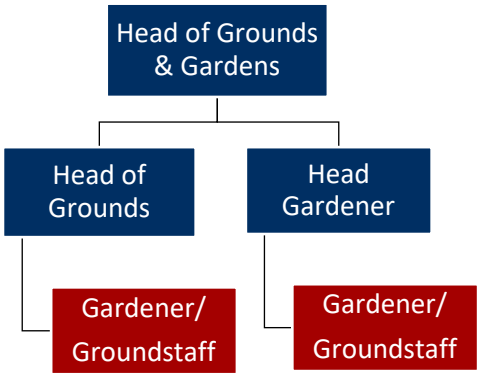
The School is spread throughout the historic town of Oundle, which is situated approximately 12 miles from Peterborough. The school owns and maintains extensive grounds, gardens and sports surfaces, which are fully used throughout the year.

About the role

The purpose of the role is to undertake grounds and gardens preparation and maintenance duties under the control of supervisor to provide first class sports facilities and amenity areas as provided by the department for the school. The role involves seasonal overtime requirements which will be based on a rota and include evening and weekend work



Though the role of gardener and grounds staff have specific horticultural requirements, both gardeners and grounds staff are part of the same team, and as such will from time to time be requested to fulfil department duties other than that defined by their title, and indeed other duties as requested, to help other departments of the school.



Working within the Grounds and Gardens team, the role holder will report to the Head Gardner or Head of Grounds, and is responsible for Nil.

Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

- Maintain effective communication with their supervisors in all aspects of their work.
- Required to maintain a good working relationship with colleagues and other employees of the school projecting a friendly and cooperative attitude to school staff and visitors.
- Demonstrate a duty of care for their personal safety and other's that may be affected by their actions. Required to adhere, to all relevant Health and Safety legislation and Codes of Practice.
- Undertake internal training programmes and courses, which are both industry specific, and industry related as required.
- The preparation, planting and maintenance of grassed, tree and shrub areas to include litter picking.
- The maintenance of open spaces, lawns and flower beds to the required standard.
- The preparation by cultivation, turfing or seeding of grassed areas.
- The maintenance of grassed areas by powered and unpowered equipment.
- The control or elimination of weeds and unwanted vegetation by the use of powered and unpowered equipment to include the correct use of chemical control where qualified.
- To carry out effective routine adjustment of tools and equipment, thus preventing undue wear.
- To carry out hard landscaping work and minor building construction work including stonework, blockwork, brickwork, and fencing and assisting skilled staff on these projects.
- The safe use and maintenance of all powered and non-powered machinery and equipment as used by the department, informing the supervisor of any defects.
- The safe use of all powered and non-powered hand tools as used by the department informing the supervisor of any defects.

- To undertake snow clearance and de-icing duties as required.
- To maintain paths and driveways and keep clear by powered and / or manual equipment the collection of fallen leaves.
- The construction, setting out and maintenance of sports facility equipment, e.g. goal posts.
- The creation, measurement and marking out of sports facilities.
- The preparation and maintenance of synthetic sports surfaces and hard courts.
- To undertake propagation, irrigation and watering duties as required.
- To ensure the security of all Grounds and Gardens Department buildings, sheds and storage containers.
- Paperwork: Staff are required to submit all necessary paperwork, for example, timesheets, absence paperwork, holiday forms, machinery and equipment documentation, with honesty and in accordance with the requirements of the school and the department.
- To carry out/contribute to staff objective setting and appraisals where necessary.
- To carry out any other duties commensurate with the post as may be reasonably required by the line manager.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.
- These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
No formal qualifications are required, capable of benefiting from internal courses.	✓	
A current valid driving licence	✓	
Industry specific qualifications		✓
Proven Health and Safety awareness e.g. First Aid courses and qualifications, manual handling, access equipment training.		✓
First Aid at Work qualification		✓
Skills & Experience	**Essential**	**Desirable**
Working experience of using light equipment and machinery used in grounds and garden maintenance	✓	
Formal gardening or grounds maintenance experience.		✓
Formal horticultural qualifications.		✓
Tractor / trailer and self propelled amenity machinery experience.		✓
Mechanical knowledge and proven ability to undertake machinery maintenance.		✓
Personal qualities	**Essential**	
Able to work with minimum supervision when required.	✓	
Able to work as part of a team when required and maintain a good working relationship with colleagues	✓	
Able to work outdoors in all seasons.	✓	
To be able to use own initiative to resolve minor problems.	✓	

To be attentive to detail.	✓
To maintain a tidy presentation and appearance on behalf of the department and the school as defined by The School dress code.	✓
Able to carry out manual work which will include some medium level lifting and stretching.	✓
Able to work at height.	✓
Manual dexterity.	✓
Personal qualities	**Desirable**
Able to not only maintain an effective working relationship with colleagues and supervisors but to contribute to an effective team spirit and identity within the department to project the School in a positive manner.	✓

Employment Information

The role is subject to a five-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company. The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** 2 February 2027, subject to clearance of pre-employment checks (typically 4-6 weeks) and notice period.
- **Contract:** Permanent
- **Working weeks:** This role is to work 52 weeks
- **Hours of work:** 7:30am to 4:00pm Monday to Friday. 40 paid hours per week. You are entitled to one 30 minute paid meal break and one 30 minute unpaid meal break daily.
- **Salary:** £26,438. You will be paid each month through the year.

- **Holidays:** 32 days (6.4 weeks) paid holiday in each complete holiday year, including public holidays. This is pro-rata for part-time staff. The school contractually determines that 3 holiday days, be taken between Christmas and New Year, where staff are contracted to work this period. No leave can be taken one week before the start of Lent Term, one week before the start of Summer Term and two weeks before the end of Summer Term (Speech Week Programme). There is a requirement to work any Bank Holiday when the School is in operation.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is on Friday 11 December 2026, 9am.
Interview date is to be agreed with the shortlisted candidates.

If you have any questions about the role, please contact:

Human Resources
Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE
Email: opportunities@oundleschool.org.uk / Tel: 01832 277193