



DOVER COLLEGE



Estates Assistant - Grounds

June 2021
Candidate Information Pack



DOVER
COLLEGE

Welcome

Thank you for your interest in this role. I hope that over the next few pages of this information pack you get a flavour of the College and the shared values our community is built on.

Dover College is 150 years old in 2021 and has educated over five and a half thousand young men and women in that time. We occupy a beautiful campus in the heart of Dover, with buildings dating back to the 12th Century. But there is nothing ancient in our approach to education. Our vision is centred around the following principles:

Small is beautiful! The values of the family run through Dover College. Our class sizes allow us to nurture confidence, encourage inquisitiveness and celebrate individuality.

We are academically ambitious. We take the time to really get to know each child so that the right balance of challenge and support is in place based on their needs.

We think differently. Our distinctive curriculum, connecting Early Years right through to Sixth Form, focusses not only on achieving excellent results but also developing inquisitive and creative minds ready for the challenges ahead.

We offer an all-round education. We encourage internationalism, democracy, care for the environment, adventure, leadership and service.

We are international and local. We welcome pupils from across Europe, Africa, Asia and the Americas, encouraging everyone to be inclusive, unprejudiced, cosmopolitan and outward looking.

Whether you are applying for a teaching role, or one within our support services, your contribution to our team will be immensely valuable.



Simon Fisher
Head



Safeguarding

At Dover College, there is nothing more important to us than the physical and emotional health and well-being of our pupils and staff.

We have created a safer culture in which pupils, staff, parents and governors feel able to articulate concerns comfortably; safe in the knowledge that appropriate and effective action will be taken.

Our Safeguarding Policy and Child Protection Policy applies to all adults, including volunteers, working in or on behalf of our School, in term and out of term time. We expect everyone working in, or for, Dover College to share responsibility for keeping children and adults at risk safe from harm and abuse, and to report any concerns to our Designated Safeguarding Lead or one of her deputies.

We have robust procedures in place for visitors to the site and carry out full recruitment checks on any adult who spends time regularly with our pupils. We have created our recruitment and selection policy to ensure Safer Recruitment practices are carried out throughout the College and these are applicable to all staff.

Pupil welfare issues are addressed through the dedication of staff to the ethos of the College. The pupils are taught and regularly updated on how to stay safe, including on-line and with their peers, and the staff have termly safeguarding updates.

Our Safeguarding and Child Protection Policy can be accessed [here](#).





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Estates Assistant - Grounds

Dover College is a highly successful co-educational, boarding and day school of circa 300 pupils.

For this newly developed post, Dover College is looking for a hard working gardener who is able to handle the day-to-day tasks necessary to keep the College gardens and ground looking their best. This role requires the successful candidate to have a strong sense of attention to detail, enthusiasm, energy and positive attitude.

The ideal candidate will have initiative, will be willing to collaborate, and has demonstrable capability. The ability to work in a team is crucial. You will therefore also have a professional appearance and attitude.

The role is full-time (40 hours per week), fixed term until 31st August 2021. You will be entitled to 26 days' paid holiday plus bank holidays (pro-rata).

We are committed to the safeguarding of children. All employees must have the ability to understand and adhere to Child Protection and Safeguarding legislation. References will be taken prior to interview and a DBS check will be conducted on the successful applicant.

Closing date for applications: Friday 25th June 2021, 12:00 noon

*We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications. Therefore, we encourage interested applicants to submit an application as soon as possible.



PREPARED: DP/EB

REF: ESTATES ASSISTANT - GROUNDS

APPROVED: SG

REVISION: 002

DATE: June 2020

JOB PROFILE

REPORTING TO: Head of Grounds and Gardens

PURPOSE OF JOB: With training and support the successful candidate will be expected to proactively help with a broad variety of grounds and gardens based tasks and projects that will come up on a daily basis including day-to-day tasks necessary to keep the College grounds and gardens looking their best.

KEY RESPONSIBILITIES

- To undertake horticultural operations, e.g. grounds preparation, planting, turfing, seeding and pruning;
- To undertake grounds maintenance duties, e.g. grass cutting, hedge trimming, pruning, weeding and clearance of waste/ debris;
- To undertake clearance of leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt etc.;
- To communicate effectively with the parents of pupils as appropriate;
- Where appropriate, to communicate and co-operate with persons or bodies outside the school;
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example;
- Any other duties that the Grounds and Gardens Manager sees fit, providing that such duties are appropriate to the post.
- Responsible for the health and safety of themselves, their work colleagues and others who may be affected by their activity, working in accordance with the safety policies of Dover College.

KEY RESPONSIBILITIES (CONTINUED)

- To ensure that all work is performed in accordance with the requirements of Health and Safety and other relevant legislation;
- To ensure that all work undertaken is completed with due regard for quality, productivity and safety;
- To act at all times as a positive representative of the Grounds and Gardens department;
- To undertake practical trade orientated work appropriate to the post holder's skills and experience and to undertake duties which sometimes may fall outside of their specialisation, but within their competence;
- To be aware of the policies and procedures as set out in the Dover College Staff Handbook;
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role;
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection;
- At all times to carry out responsibilities and duties with due regard to the College's Equal Opportunities employment policy.

PERSON SPECIFICATION

ESSENTIAL

- Driving license
- An aptitude for the skills needed to perform effectively in the role, including ability to follow written instructions;
- A polite and courteous team player with a friendly and flexible approach to work;
- Passion for delivering a high quality standard of work;
- Willingness to learn on the job;
- A commitment to promoting and safeguarding the welfare of pupils;

DESIRABLE

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