Groundsperson

October 2026

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Tes Schools Awards 2024
Winner
Boarding School of the Year
Haileybury
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Haileybury

Candidate Information

Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and purpose.

Haileybury was recently selected as one of the 100 best private schools in the world and our last inspection was outstanding. Interest in the School from prospective families is as strong as ever.

We are a dynamic, outward-looking and future-oriented school. We offer a 21st Century relevant curriculum and our pupils leave school with the values, skills and credentials they will need to thrive.

Through our team of dedicated staff and as a result of exceptional facilities across our remarkable campus, we are able to offer our pupils an extraordinary range of opportunities.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of the relationships across our community.

If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

Eugene du Toit
The Master

Haileybury

The School

Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2025. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed **here**.

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.

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The role

The objective of the **Groundsperson** is to ensure the efficient maintenance and development of all sports playing surfaces, their structures and associated areas and to ensure that safe, consistent, well presented and good quality playing surfaces are always available to pupils and visitors.

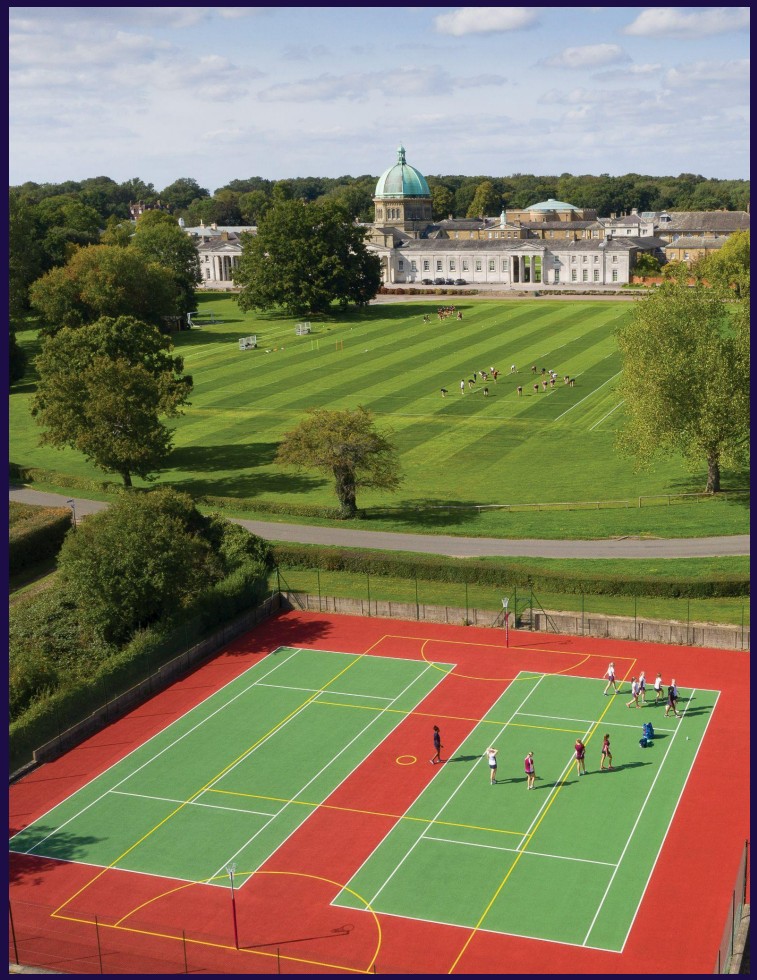
In addition, the role may require the general maintenance and development of landscaped and garden areas. The duties of this post will include lifting and manual handling; therefore, the post-holder should be familiar with the procedures required for these areas.

The post-holder must hold a full driving licence and be able to drive a small truck/van.

This is a full-time role, with the post-holder required to work weekends and some additional weekday hours on a rota basis to support the set-up and smooth running of sports fixtures, training sessions and other external events.

The Groundsperson will report to the Head of Grounds and Gardens.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.



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Responsibilities

- Prepare all grass and artificial surfaces at the School to the highest standards including mowing, marking out, aeration and renovation practices.
- Undertake general maintenance and development of landscaped and garden areas.
- Drive tractors with a variety of implements attached for grass maintenance and renovation.
- Have a basic knowledge of common fine turf and horticultural pests and diseases and related treatments.
- Have a basic knowledge of tree and shrub maintenance and use of hedge cutters and other hand-held machines.
- Be responsible in icy/snowy weather for salting/gritting of paths, steps, slopes and car parks to help ensure the safety of all Haileybury users and to enable the School to keep functioning in times of heavy snow falls by clearance of snow in key areas.
- Undertake tree work where your skills and qualifications allow.
- Keep the management team up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- Establish and maintain effective communication channels and efficient/effective working relationships with other colleagues, customers and third parties.
- Make use of appropriate equipment and facilities in order to complete duties in the most efficient and effective way.
- Ensure and promote the correct use and operation of machinery and equipment and report any breakdowns to the Grounds management or where appropriate, take corrective action on mechanical defects or breakdown of equipment.
- Ensure the security of the departmental vehicles, tools, machinery, buildings and equipment at all times.
- Complete all duties effectively, efficiently, accurately, and within allocated deadlines.
- Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first-class service required for this role.
- Drive School vehicles in pursuance of your duties at the School, as requested and as authorised under any School transport scheme, or similar. In addition, to undertake any required training to enable you to drive School vehicles and to provide to the School all such documentation as required to ensure that you are properly authorised under any School transport scheme or similar, to drive School vehicles.
- Assist in other areas of work within the School which are within your skills and capabilities, as reasonably requested.

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Other requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

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Person specification

Qualifications

Essential

- Good general level of education (to GCSE or equivalent)
- Full, clean driving licence

Desirable

- NVQ Level 2 or equivalent
- PA1 / PA2 / PA6
- First Aid
- Chainsaw licence

Knowledge, Skills and Experience

- Ability to demonstrate a disciplined approach to all the safe systems of work that are in place concerning working with machinery and safe practices
- Excellent organisational and time management skills
- Excellent customer service skills
- Good literacy and numeracy skills

Personal Attributes

- Ability to understand and operate in a school environment
- Excellent communication and interpersonal skills at all levels
- Ability to work well as part of a team
- Ability to work unsupervised and use own initiative
- Enjoy outdoor working
- Self-motivated and proactive
- Enthusiastic with the ability to learn
- Willingness to work flexibly to support the department when required
- Conscientious, honest, reliable and committed

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Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and tennis centre, at certain times, and participate in the Cycle to Work scheme.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include 25 days annual leave with enhanced entitlement for long service, pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.

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Application process

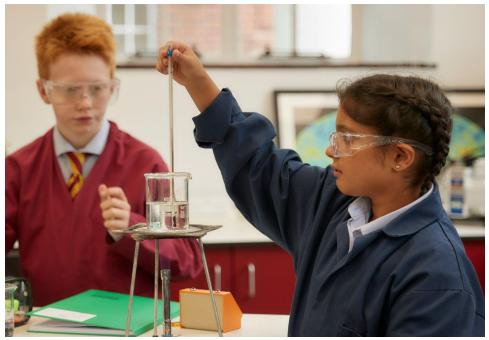
To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to recruitment@haileybury.com **by midday on Monday 9th November 2026.**

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.



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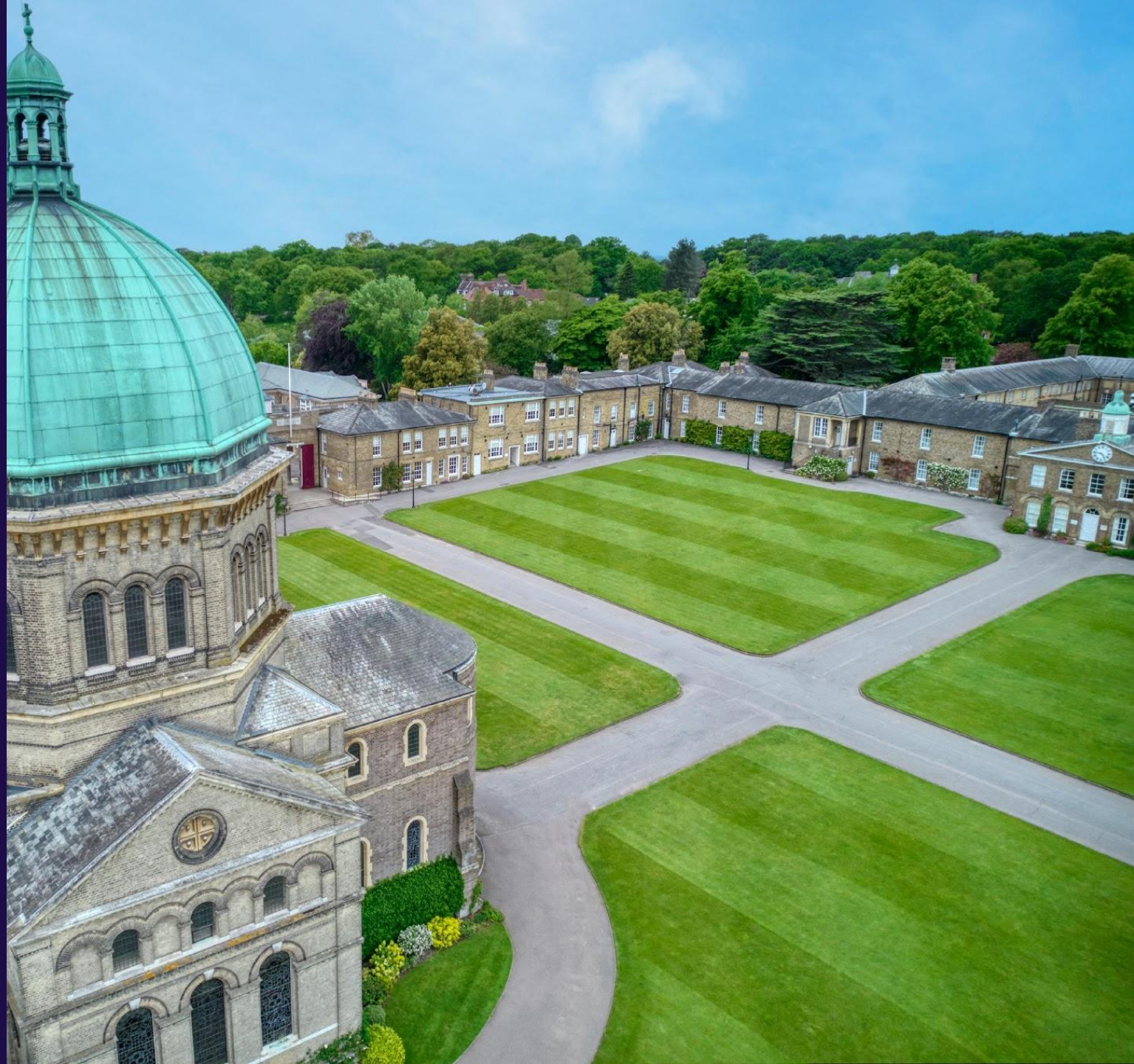

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