



MAGDALEN COLLEGE SCHOOL
INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS



INFORMATION PACK

Groundsman

Closing date: Midday, Tuesday 21st May

Interview date: Thursday 23rd May

Oxford OX4 1DZ Telephone 01865 242191

Email: applications@mcsoxford.org · www.mcsoxford.org

Registered Company 2106661 Registered Charity 295785



Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



Magdalen College School was founded in 1480 by William of Waynflete: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. C. Pike



General Information

The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell.

The Role

The school is seeking to appoint a Groundsman to assist with the day-to-day set up and maintenance of the School's sports pitches and surrounding grounds (including artificial surfaces). We work to



recognised national standards and expect the highest standards of Groundsmanship at all times. This is a very varied role and will report to the Head Groundsman. Under his direction, the role will include, but not be restricted to, the following duties:

- Preparing and maintaining cricket wickets, grass tennis courts, rugby pitches, soccer pitches and the all-weather pitch
- Regular mowing of the Sports grounds, marking out, spring and autumn renovation and erecting posts, nets, cricket frames and tennis posts
- Implementing weekly, monthly and annual agreed maintenance programmes for all facilities as directed by the Head Groundsman
- Working with various different types of machinery and equipment to prepare and maintain football, rugby, cricket and hockey pitches, as well as artificial surfaces
- Undertaking general maintenance of equipment as directed
- Assisting with the maintenance of trees, hedges and paths, including leaf collection and spraying
- Maintaining grounds and sports related buildings and facilities



- Providing grounds staff support to matches/fixtures when required
- Liaising with appropriate staff on the availability of sports facilities for lessons and matches, and advising on the fitness of pitches
- Attending meetings and events as directed
- Ensuring that adequate and legislative compliant checking procedures are adhered to at all times



Application Process

Candidates should submit the Application Form for Support Staff, which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [click here](#).

This should be emailed together with a cv and covering letter of application to the Recruitment Officer, Mrs Sarah Hunter, (applications@mcsoxford.org). All

documentation should be sent no later than

midday Tuesday 21st May. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

We anticipate holding interviews on Thursday 23rd May and will be in contact with shortlisted candidates by telephone.

Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant original ID documentation.

Additional Information

If you have any questions or require additional information, please contact the HR office: 01865 253401.



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The Department

The Grounds department is a thriving and friendly team dedicated to maintaining an exemplary standard of maintenance to the School's grounds and gardens. We are a team of 7 who report to the Head Groundsman.

The Candidate

The ideal candidate will have a passion for the outdoors and be physically able to work outdoors in all weathers with a high level of manual work. A high level of enthusiasm and willingness to learn is essential, alongside the ability to work flexibly and independently.



Candidates must be able to provide evidence of demonstrable experience in a similar role. A full, clean driving license is absolutely essential. We require someone who is a good team player, with a keen eye for detail, who can also work independently with a strong sense of initiative and somebody who is flexible and enthusiastic. Some out of hours and weekend work is expected so the sense of commitment to adhere to this is also required.

Hours of work are Monday-Friday 08.00-17.00, with some weekend and evening work as required. The salary will be commensurate with experience.

An NVQ Level 2 in Sports Turf Maintenance is desirable as is PA1 & PA6.

Pension

Non-teaching staff are automatically enrolled in the School's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

Other Benefits

Use of School sports facilities when available.

A free lunch is provided in the Dining Hall during term time.



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Please note that MCS is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make representations in the preceding Trinity Term to the Usher (Senior Deputy Head) for a parking space.