



**DULWICH PREP LONDON**  
Values & Academic Excellence since 1885



# GROUNDS ASSISTANT

CANDIDATE INFORMATION



# HEAD MASTER'S WELCOME

Dear Candidate

I am honoured to be Head Master of Dulwich Prep London and introduce you to this incredible school. For more than 130 years, the school has inspired generations of boys aged 3 to 13 (and Nursery aged girls) to fulfil their dreams and aspirations.

We are privileged to have developed a specific pedagogy that enables critical thinking, encourages exploration, and facilitates engaging communication skills while recognising that each child is on their journey of discovery.

We passionately believe in the whole child. Therefore, the broad and enriched education that we provide will enable our pupils to go beyond the expected and toward the exceptional.

We seek to work in partnership with parents and carers to embed the Dulwich Prep London Values, first and foremost, as this underpins the character skills required in our fast-paced modern world.

This expectation enables each child to put empathy and compassion at the forefront of their decision making. It is the catalyst for each child to be successful and resilient in whatever they turn their hand to while on their educational journey and beyond.

I look forward to receiving your application.

A handwritten signature in black ink that reads 'Louise Davidson'.

Louise Davidson  
Head Master





# OUR ETHOS AND AIMS

Our school's priority is the wellbeing and happiness of our pupils. Each child's sense of belonging is paramount to their success and the school's continuing success. Our pupils are challenged in their pursuit of excellence, and we support each child to find what they are good at. Each child's sense of belonging is integral to their continued success in our school and future success in life.

We want our pupils to leave us having experienced the very best in pastoral care, teaching and learning, having enjoyed the most dynamic and demanding academic and co-curricular programmes, and having made friends for life.

In preparing our pupils for today and the future, we want to instil a sense of environmental awareness and empower each child to become a responsible world citizen.

These are the key building blocks for the school, but our Values act as the cement that bonds everyone and everything together.

Our Values create Dulwich Prep London's special atmosphere.



LOVE



COURAGE



GRATITUDE



HUMILITY

## OUR VALUES

Dulwich Prep London inspires excellence, and our pupils' character measures our greatest success.

Our Values sow the seeds of possibility in each child's mind, heart, and spirit and create the right culture and conditions to allow these possibilities to flourish and become real.

Everything we do sits upon our Values system. The eight recognised and explicitly taught Values weave across every year and deliver a deepened sense of empathy and the drive to be change-makers.

These values teach our pupils how to be kind and offer help where it is needed; to play fair and tell the truth no matter who is listening; to join in and play their part whilst letting others be heard; to appreciate the world around them and how valuable their contribution is and to always have a go.

Our expectations are high: those attending Dulwich Prep London go on to be citizens of the world, have a strong moral compass, and adapt to the rapidly changing environment of modern society.

Our children thrive, and we ensure that every opportunity is created for them to do so. Yet, no day is taken for granted.



JUSTICE



SERVICE



SELF-DISCIPLINE



HONESTY

# ABOUT US

Since 1885 Dulwich Prep London has been at the forefront of preparatory schooling in England. Generations of boys and Nursery-aged girls have benefited from a school with a rich history, is forward-thinking, has embraced change, kept pace with pedagogy and technology, and is, above all, passionate about the individual learning journey of every one of our pupils and staff members.

We are the largest boys' independent preparatory school in the UK with an enrolment of 840 pupils between the ages of 3 and 13. We are a selective school in two important ways. Firstly, our pupils generally sit in the top 10% nationally based on their scores on standardised tests. Secondly, and arguably, more importantly, we look for children who will thrive at the Prep and make the best of everything we offer.



50+  
Senior School  
Destinations



70+  
Scholarships  
Awarded in  
2020-2021

150+  
Co-curricular  
Clubs, Activities  
and Trips



20+  
Musical Ensembles  
15+  
Stage Productions



25+  
Acres of Open  
Space and a  
Swimming Pool



10+  
Sports  
Played at Every  
Level

7.00am - 7.30pm  
Extended Day  
Provision



12+  
Alumni and  
Friends School  
Community Events





We are situated in Dulwich, a leafy village and area known for its exceptional schools, a plethora of open spaces and thriving, diverse local culture. It is within easy striking distance of the bright lights of one of the most cosmopolitan cities in the world. Everyone at Dulwich Prep London takes pride in inspiring excellence. Our school Values underpin the rich diversity of curricular and co-curricular opportunities available to our pupils.

Our Governors strive to maintain Dulwich Prep London's position in a competitive market by sharing their broad range of expertise to provide the highest quality education for our pupils. Through this investment, we can attract excellent staff, provide up-to-date technology, and continue to create modern facilities within our stunning South London home.

At Dulwich Prep London, we aim to cultivate a sense of social and moral responsibility within each child. We want each child to leave our school with maturity, the strength of character and empathy fostered within them throughout their Dulwich Prep Journey. We have strong links to our community, alumni and local schools, modelling our values in everything we do. We nurture independent thinkers with a sense of justice who go on to be thoughtful citizens of the world, equipped with a strong moral compass and the ability to adapt to our rapidly changing environment.

# JOB DESCRIPTION

To assist, support and take instruction from the Grounds Supervisor regarding the daily preparation of the School playing fields, sports pitches (and their peripheries) during term time and their continued maintenance during the holidays. This role reports to the Grounds Supervisor.

## DUTIES AND RESPONSIBILITIES

### GENERAL DUTIES

- To be involved in all aspects of sports pitch and playing field maintenance, including cutting, marking, and general preparation.
- Ensuring pitches and playing fields are playable, safe, and clean, for use of the School and outside lets.
- Ensuring the security of pavilions and other buildings on sports sites.
- General upkeep of peripheral areas, including hedges, lawns, banks, drainage ditches and fence lines.
- Operation of power tools as well as hand-held, pedestrian and ride-on machinery.
- To ensure machinery and equipment are properly cleaned and maintained, and safely stored away.

### TRAINING & DEVELOPMENT

- Participate in the Appraisal and Performance Review process.
- Undertake training when the need arises, either for statutory purposes or for the better fulfillment of this role.

### GENERAL REQUIREMENTS

- Promote and safeguard the welfare of pupils for whom you are responsible and with whom you come into contact.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Maintain positive, courteous relations with pupils, parents and colleagues.
- Promote the good name and reputation of the School.
- Adhere to School policies and procedures.

### KEY SKILLS & KNOWLEDGE

- Experience in Grounds work and maintenance of sports pitches.
- A full UK driving license (Essential), able to drive a mini-bus (Advantageous).
- Able to perform heavy manual labour for extended periods, sometimes in adverse weather conditions.
- Due regard for Health and Safety procedures.

## PERSONAL COMPETENCIES & QUALITIES

Ability to prioritise and manage a varied workload, work independently and use your own initiative

- Team focused: shares knowledge and information with other members of staff to promote good practice.
- Co-operative, helpful and accommodating with other team members and staff.
- Follows oral and written instruction and focuses on what needs to be delivered: understands what is required and responds promptly.
- Demonstrates a proactive, 'can do' attitude to all tasks.
- Welcomes challenges and meets them with enthusiasm.
- Shows a flexible approach, willing to adapt and respond to priorities.
- Seeks out additional duties and uses own initiative.
- Consistently strives to maintain a high standard of work.

## TERMS AND CONDITIONS

- Working Hours: 8.00 to 5.00pm, Monday to Friday.
- One hour's unpaid break during the day, plus one Saturday morning in each calendar month (on a rota basis)
- Attendance at all relevant INSET days and the School Open Day
- Additionally, the post holder will be required to undertake some weekend and out of hours work as requested or dictated by the seasonal use and sports, for which overtime will be paid.



# WORKING AT DULWICH PREP LONDON

Dulwich Prep London is an inspiring and vibrant place to work. We have a large yet incredibly warm community of passionate teachers, inquisitive pupils, a hard-working and friendly support team and ambitious parents. Together we create a supportive environment that is committed to achieving excellence.

Working at Dulwich Prep means being part of a team that cares about your continued professional development and journey as a teacher. Whether you join us at the beginning, middle, or end of your career, you will be guided, supported, and encouraged to achieve your goals. For example, our CPD might involve training for whole school initiatives, going on 'Learning Walks' around the school, taking part in a Lesson Study, or seeking further formal academic qualifications.

We are proud to be members of the Teacher Development Trust, which supports schools focused on innovation and evidence-based learning. In addition, we work with initial Teacher Training institutions such as St Mary's University, Twickenham and The Cambridge Partnership to develop new teachers and keep up to date with the latest research and pedagogy.

Staff are encouraged to participate in as many of the vast array of sporting and drama activities as possible at the Prep. From all-nighter charity swims to Saturday park runs to our fabulous drama productions, there's always something going on at the Prep where hidden talents are celebrated.

## REMUNERATION

- Competitive salary of £23,955 to £26,180 per annum
- Five weeks annual holiday, plus bank and public holidays.
- Generous defined contribution pension scheme
- Life assurance
- Free school lunches
- Enhanced sickness, maternity, paternity and adoption pay entitlements
- Free access to our School Counsellor
- Cycle to work scheme
- Wide range of professional development opportunities
- School fee remission
- Easter and Summer holiday camp discounts
- Healthcare Cash Plan scheme
- Employee assistance programme

## APPLICATION AND INTERVIEW PROCESS

A completed Application Form, along with a covering letter explaining your suitability for this role, should be emailed to Tamsin Hutson, HR Manager. Please also read the accompanying Application & Recruitment Process Explanatory Note. We reserve the right to appoint at any time during the recruitment process.

- Closing Date: Sunday 29 October 2023, 12pm
- Interview Commencing: Monday 30 October 2023
- Start Date: As soon as possible

## APPOINTMENT

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two references that are satisfactory to the School
- Verification of identity and qualifications, including evidence of the right to work in the UK
- A satisfactory enhanced criminal records check through the Disclosure and Barring Service (DBS) and clearance of the Children's Barred List, and confirmation that you are not disqualified from providing childcare
- A check which confirms that you are not the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders you unable or unsuitable to work at the School
- Verification of your medical fitness for the role
- Satisfactory completion of the probationary period
- Any further checks that the School deems necessary if you have lived or worked outside of the UK which will include an overseas criminal records check or certificate of good conduct and may include professional references

## EQUAL OPPORTUNITIES

Dulwich Prep London is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Dulwich Prep London seeks to treat those with disabilities as favourably as those without disabilities. Accordingly, we will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

## SAFEGUARDING

Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



**Schools'  
Inclusion  
Alliance**



We aspire to have a diverse and inclusive workplace.

We strongly encourage all suitably qualified applicants regardless of background to apply and join us at Dulwich Prep London.

We are proud members of the Schools Inclusion Alliance and the Government's Disability Confident Scheme.

