

JOB TITLE: **GROUNDS PERSON**  
**6 MONTH FIXED TERM CONTRACT**

## REIGATE GRAMMAR SCHOOL INFORMATION FOR CANDIDATES

Role commences: **As soon as possible**

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## REIGATE GRAMMAR SCHOOL

Alderman Henry Smith founded Reigate Grammar School in 1675. For over 345 years, young people have been educated on the same site, in the heart of Reigate, an historic market town in the east of Surrey at the foothills of the North Downs in an area of outstanding natural beauty.

RGS is a leading HMC independent co-educational day school. It is a highly successful, happy and exciting school, which aims to provide a broad and balanced education to boys and girls that will prepare them for the modern world. The school song, *To Be a Pilgrim*, reminds our students that they are on a journey of noble purpose, to have an impact and to make the world a better place. We aim to educate the whole child and offer a broad range of experiences for all. We are an inclusive school and, built upon the vision of our founder, are committed to social mobility and the provision of bursaries through wider access and a supportive Reigatian community.

### “Happy Kids Great Results” Good Schools Guide 2019

Reigate Grammar School caters for over 1050 students aged 11 to 18. Another 600 students are educated at Reigate St Mary's Preparatory and Choir School and Chinthurst School, RGS's junior and nursery schools – both recently shortlisted for UK Independent Prep School of the Year. RGS offers the very best academic education with equal prominence placed on the arts, sport and a rich extra-curricular programme. RGS has a distinctive educational philosophy and a strong ethos of pastoral care underpinning a well-rounded education. The House system has some clearly defined aims: for everyone to feel part of a team; to allow leadership to be nurtured; talent to shine; confidence to surge; teamwork to flourish; and competitive spirit to develop. In the school's academic culture of intellectual freedom, the structure of the curriculum means that students receive a strong grounding in core subjects but can elect to pursue any area of interest. In the elective curriculum, one student may learn to trade stocks while another deepens their understanding of French literature. It is a challenging and balanced education, equipping students for the opportunities and demands of their future lives and allowing them to explore their personal passions.

The first line of the school's most recent ISI report asserts that 'the quality of the students' achievements and learning is exceptional': the first co-ed day school to achieve this rare accolade. RGS' approach to teaching and learning melds expert teaching knowledge with a modern, innovative approach to pedagogy with a judicious use of technology. Inspirational and personalised teaching and learning is at the centre of the vision and requires expert teachers. The school is one of a small number of world-class schools to have been a global pioneer in High Performance Learning, focusing on the development of global citizens, advanced performers and enterprising learners.

Outcomes at RGS are world-class, with 90% of GCSE entries graded 9–7 in 2025. A Level results remain outstanding, with 95% of entries awarded A\*–B. This year, 98% of applicants received offers from top universities, including Oxbridge, Russell Group institutions, and leading medical schools.

Reigate Grammar School has been named The Sunday Times' Independent Secondary School of the Year 2025, following on from being awarded Independent School of the Year 2024 by Education Today. We are also featured in the Tatler School Guide 2025 as one of the top schools in the UK, and were again recognised in the Sunday Times Parent Power league tables as the best co-educational day school in the Southeast.

In addition to academic success, our broader educational impact has been widely acknowledged. In 2025 alone, we were finalists in national awards for Mind & Mental Health, Charitable Work, Diversity, Equality, Inclusion & Justice, and Headteacher of the Year. We were also shortlisted for Independent School of the Year by the TES School Awards 2025.

In 2024, we were proud winners of the Private Education Award for Most Nurturing School, and finalists for Contribution to Social Mobility, Best Learning Support, and Innovation in Education.

Shaun Fenton, Headmaster, recognised as one of the UK's outstanding educational leaders, was elected Chairman of HMC in 2018–2019 and was awarded an OBE by Her Majesty the Queen for Services to Education.





## JOB DESCRIPTION

We are looking for a passionate and dedicated Grounds Person who is looking for a new opportunity that provides plenty of variety and challenges which allow you to learn, develop and enhance your skillset within an educational environment.

The successful applicant will be able to work independently as well as within a team to which they will help contribute to and improve upon the day-to-day maintenance tasks and setting up of the many different sports surfaces we have across the school

The Grounds Person is a key team member whose role is pivotal in ensuring the high standard and efficient running of the school's sports grounds of some 32 acres. The grounds include Cricket, Rugby, Football, two All-weather Hockey/Tennis surfaces and Athletics.

A high standard of customer service is essential in the role, which is responsible for a prestigious school sports ground that caters for over 1000 pupils, their parents and visiting schools. The Grounds staff team consists of four people.

The Grounds Person is employed by the School within the Bursary, Support Staff Team. Directly responsible to the Estates Grounds Manager, also based at the Sports site.

### KEY RESPONSIBILITIES AND DUTIES ARE

- To play an important role and take personal pride in ensuring that students, staff, parents and visitors have the best possible experience of using the playing fields, grounds and site facilities.
- The preparation (creation, marking out, setting up etc) and general maintenance of playing surfaces for sports is to the highest recognised industry standard for surface presentation.
- Specific tasks involved: Mowing, spiking, slitting, topdressing, fertilising, line marking, undertaking pitch repairs and all other general maintenance of sports surfaces
- The safe use and operation of equipment and machinery required to complete the grounds maintenance tasks, such as tractors, ride-on mowers, hand mowers, leaf blowers, rollers and all other machinery associated with Sports turf preparation.
- Take active steps to maintain the cleanliness, organisation and safe storage of equipment and materials used and required ongoing to complete the wide range of tasks.
- Work with the manager on the mechanical upkeep of equipment, ensuring that all machinery is checked prior to safe usage and the appropriate equipment if used for each task.
- Assist the manager in identifying and correcting mechanical, equipment issues where possible and when needed, work effectively with external service providers to facilitate equipment being maintained in a timely and efficient manner, avoiding negative impacts to seasonal works.
- Possess and apply practical and thorough knowledge of health and safety matters relating to grounds work, equipment, materials, chemicals etc needed to complete tasks. Actively undertake and promote safe working practices at all times with the team.
- Adhere to current Health and Safety legislation and best practice in line with the Schools Health and Safety Policy, arrangements and specific risk assessments for the activities undertaken.
- Be aware and take responsibility for own safety needs, and the safety of others who may be affected by your actions and tasks. Be assertive and take positive action to "call out" or stop work if the nature of the situation involves a risk of injury to any person. Report any concerns without delay and work positively with your manager and team to find solutions
- Be willing to participate in inhouse and external training programmes to refresh existing or gain new skills and knowledge for the job and in line with legislative and school requirements.
- Be willing to support general upkeep tasks and site safety/security matters on site and regarding the different buildings – keeping a watchful eye out for unexpected vehicles, visitors and so on.
- Be willing to support the range of events that take place at the site such as Festival evenings, Staff socials, external Marketing or special Sports events etc. All planned and agreed in advance.
- Fully participate in the rota duties including some weekend coverage and be open to other duties as may reasonably be required as this role and school activities evolve and develop.



## JOB DESCRIPTION CONTINUED

### PERSON SPECIFICATION

- Have an active interest in Sport and outdoor pursuits.
- Be confident and capable to work on your own for specific tasks but also have an interest and positive attitude about being part of a team and equally capable of working effectively with team colleagues as the wide and varied task/s may require.
- Be willing to contribute positively and cheerfully with a “can do” attitude.
- Be flexible and prepared to share the workload and tasks including duty rota coverage at weekends.
- Have a good sense of humour and the ability to form good, professional and friendly relationships with internal and external colleagues.
- Have a desire to understand the theoretical, as well as the practical, knowledge of the role.

### QUALIFICATIONS AND EXPERIENCE

#### Key requirements

- Have a proven record in ground maintenance to a high standard.
- Cricket pitch maintenance
- Have sound knowledge of the Health and Safety practices particularly in relation to Grounds maintenance requirements and associated matters
- Holder of a UK driving licence.
- Have knowledge and a keen interest in sports - rugby, hockey, cricket, football, tennis, athletics
- Be willing to undertake further training and development to fill any knowledge or skills gap in the job requirements to operate at the highest level of competency required in this role.

#### Desirable

- First Aid at Work qualification



## FURTHER INFORMATION

### TERMS AND CONDITIONS

- Initial 6 month fixed term contract.
- Professional Services staff at Reigate Grammar School are remunerated according to our own salary scales. Salary will be commensurate with qualifications and experience.
- Employees are entitled to join the School's Defined Contribution Pension Scheme.
- Lunch is provided free of charge during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

### SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

### EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils

by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.

### APPLICATIONS

Applicants are asked to complete the **Professional Services Application Form and Supplementary Form** (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and **by Friday 3 April 2026, 9.00am at the latest**. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES Publications, the TES Online, Indeed or Fish4Jobs or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resource and sent (by letter or by email) to:

Mrs Dawn Holmes  
Head of Human Resources  
Reigate Grammar School  
Reigate Road, Reigate, RH2 0QS

01737 222231

[hr@reigategrammar.org](mailto:hr@reigategrammar.org) | [reigategrammar.org](https://www.reigategrammar.org)



## SCHOOL LOCATION AND DIRECTIONS

The RGS campus is on its original 1675 site in the historic market town of Reigate within an area of outstanding natural beauty. Adjacent to junction 8 of the M25, the school is also easily accessible from central London by train.

The school benefits from excellent facilities, including:

- A new £8m Sixth Form and Learning Resource Centre at the heart of the campus
- Drama studios and Music school
- Swimming pool
- 32 acres of sports ground with two floodlit all-weather hockey pitches, rugby, cricket and football pitches

The school is currently within the planning phase for the construction and development of a state-of-the-art sports centre on the town centre campus.

### DIRECTIONS:

#### By Road

Reigate Grammar School and Reigate St Mary's Preparatory and Choir School are situated on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill.

RGS postcode                   RH2 0QS  
RSM postcode                   RH2 7RN

#### By rail

The school is approximately ten minutes' walk from Reigate station which is well served by direct trains from London Victoria, East Croydon, Guildford and Dorking. Frequent connections to Redhill station (about one mile away) allow access to Crawley, Horsham and towns to the south along with Nutfield, Godstone and Tonbridge to the east.

### WHAT3WORDS

**Main Reception:** cabin.fire.brave

