



Welcome to St Neots Prep School

A message from the Headmaster

Dear Colleague,

Thank you for showing an interest in this exciting job opportunity at St Neot's Prep School. I'm delighted you might be considering applying for the role.

St Neot's is a wonderful school. We have stunning grounds and some of the best facilities in the prep school world. Our children are phenomenal and love coming into school. Prospective parents always comment on the positive, joyful and purposeful vibe around the school. You would be joining a passionate, committed, and great fun staffing community. I can assure you of a very warm welcome and as much support as you need.

St Neot's is based in the lovely village of Eversley which is on the Hampshire/Berkshire borders. I have lived in this area for 7 years and have loved every second of it. We are in easy reach of London but still very much a country prep school. The best of both worlds.

We have also recently joined forces with Lord Wandsworth School which gives us amazing access to resources, support, expertise and potentially, a fee remission structure from 2-18.

I would be incredibly pleased to receive an application from you. If you are still not sure or have any questions, then please do get in touch.

Thank you again for considering this role.

Kind regards,

A handwritten signature in black ink, appearing to read "Jonathan Slot". The signature is written in a cursive, flowing style.

Jonathan Slot
Headmaster

Our History

St Neot's

St Neot's Prep is a wonderful community of supportive and like-minded parents; dedicated and skilled teachers; experienced and hands-on Governors and most importantly, charming, happy, and smiling children. We believe passionately in providing a broad, engaging, and enjoyable education that is bursting with opportunity and joy.

At St Neot's, education is built around 5 key pillars. These are central to everything we do and ensures that every child in our care receives the very best educational experience possible:

Community: Coming to St Neot's is to join a warm and welcoming community for parents and children alike. We are non-selective and co-educational throughout, and everyone is welcome, aged 2 to 13. We actively encourage the parent body to come on site for regular coffee mornings, the odd tennis match and of course, for all school events. New parents will soon feel part of the St Neot's family.

Values: We are a school driven by core family values. Our children are kind, polite, respectful, and hard working. These attributes are as important to us as any exam result and our pupils excel in these areas.



The Outdoors: We are determined that our children not only learn outdoors but learn about the outdoors. We have an amazing 70-acre site and outdoor learning is a timetabled subject throughout the school. All children are encouraged to play in the woods at every opportunity and overnight campouts are a feature from Year 4.

Ambition: We are unapologetically ambitious for every child in our care and for the school. We are determined to provide the very best provision we can. Our amazing facilities reflect our commitment to continually seeking the absolute best for our children.

Fun: A St Neot's education is full of fun and good humour. Our children and staff love coming into school. Drop-off is always full of smiles, laughter, and enthusiasm for the day ahead. A child having fun is a child who is going to learn.

The St Neot's way is a successful one. Our children leave for some of the most prestigious day and boarding senior schools, often with a scholarship award. They arrive as well rounded, charming, interested and intellectually curious young women and men. Heads of senior schools' comment on how the St Neot's cohort stand out from the crowd.



Role Profile

Sports Turf Operative and Gardener

Responsible to:	Operations Manager
Location:	St Neot's Prep School, RG27 0PN
Contract:	Full time, 40 hours per week (Monday to Friday)
Salary:	Up to £27,500 dependent on experience

Benefits

We offer a vast range of staff benefits including:

- Competitive pension scheme
- Fee remission for children aged between 2 – 18
- Annual leave entitlement 28 days
- Use of wide-ranging school facilities - swimming pool, tennis, walks, trails etc
- Dedicated Head of Staff Wellbeing

Role outline and purpose

The purpose of this role is to maintain and develop the upkeep of the school grounds. This includes the outdoor sports facilities, playgrounds, buildings, gardens and landscapes.

This role will report to the Grounds Manager, but ultimately to the Operations Manager at the school. Occasionally the Sports Turf Operative / Gardener will be required to go to Lord Wandsworth College.

Role responsibilities

- Preparing and maintaining a variety of sports pitches and surfaces to a high standard. Including initial line marking for all summer & winter sports.
- Preparation and upkeep of lawn and decorative areas – mowing, strimming, hedge trimming, pruning and weeding.
- Removal of litter, leaves and rubbish in certain defined areas.
- During the winter, ensuring that footpaths and parking area are safe for pupils, staff and parents to access – this may require early morning work to clear snow and ice before the beginning of the school day.
- Undertake other reasonable duties related to the job purpose.
- This is a physical role so you need to be reasonably fit to cope with the demands of the role, which include lifting, carrying and working outdoors in all weather conditions.
- To carry out additional duties and tasks that may be required within the range of the responsibilities of the post.

Person Specifications

Essential

- A full UK driving licence is required (with less than 6 points).
- Excellent timekeeping and ability to work under own initiative.
- Ability to use a range of machinery and equipment.
- Knowledge and practical applications of the Health & Safety at Work Act.
- Good communication skills.
- Attention to detail.
- Willingness to undertake training courses when required. These will include Health and Safety and other relevant training including safeguarding.

Desirable

- NVQ Level 2 in Sports Turf Management (or equivalent)
- City and Guilds Level 2 in Horticulture (or equivalent)
- Holder of valid PA1 and PA6 certificates

Behaviours and competencies:

We are looking for someone that wants to be part of the business support staff team, working with the teaching staff in support of the pupils' lived experience at school.

- Establish effective working relationships and set a good example through your personal and professional conduct
- Take responsibility for your own professional development and duties in relation to school policies and practices
- Hold a strong understanding of the importance of Safeguarding and Child Protection
- Demonstrate commitment to diversity and inclusion practices
- Demonstrate a commitment to the values of St Neots
- Be proactive in matters relating to health and safety

Key Stakeholders

- Operations Manager at St Neot's Prep School
- Grounds Manager at St Neot's Prep School
- Director of Sport at St Neot's Prep School

This role profile is not exhaustive and will be subject to review. It may be amended to meet the changing needs of the school.



Appointment process and how to apply

Please apply by completing the application form and sending this along with a covering letter & CV to hcairns@stneotsprep.co.uk with care of people@stneotsprep.co.uk.

The closing date for applications is 26th April 2024 with interviews taking place on 15th May 2024.

The school reserves the right to close the role early.

Should you wish to discuss the role in strict confidence, please contact Harriet Cairns, the Operations Manager, on 0118 9739666.

We welcome people of all faiths and those that are committed to these values. We recognise that we have under-represented groups within our workforce. As part of our commitment to diversity and equality of opportunity we are actively encouraging applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions and those with a lived experience of poverty as well as any other under-represented group in our workforce. We are committed ensuring the safety and protection of our employees from all forms of harm.

Appointments will be made subject to receipt of satisfactory references and enhanced DBS check. The school is committed to safeguarding and promoting the welfare of young people. The successful applicant will be subject to a Disclosure and Barring Services (DBS) check and references. We are an equal opportunities employer.

St Neot's is a registered charity (Number: 307324) providing outstanding caring education for boys and girls since 1880.

