



Appointment of
Deputy Head of Grounds

Full-time, permanent
Information for Applicants

Letter from the head

Dear applicant

Thank you very much for your interest in the position of Deputy Head of Grounds here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself not that long ago! You'll know from the website, most of the key facts. We are an academic, co-educational through-school; (our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18). We are situated in an inspiringly leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially, "12 poor scholars". It is rather wonderful that the original 12, has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. We were 16th in the national league tables for GCSE results this year, for example. I can't pretend that we are not proud of our pupils' results, we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better.

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (You can see lots of evidence of all of this in our latest ISI report, do have a look at the highlights online).

Pretty much all our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. We are, of course, delighted to answer any additional questions you might have in making your application.

Finally, I do hope you still feel inclined to apply for this position! The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we very much hope that you will enjoy applying for a role here and getting to know us a little bit.

May I wish you the very best of luck.

Yours Faithfully



Mrs Jane Lunnon
The Head



About The Role

Alleyn's School is seeking an experienced, dedicated Deputy Head of Grounds with a passion for grounds and particular sports ground maintenance and management to support the Head of Grounds to deliver outdoor spaces that are safe, attractive, and support the school's sporting activities throughout the year.

Sports grounds occupy 23 acres on the main school site (split by a local roadway) and 3 acres at the Edward Alleyn Club located 0.5 miles from the main school site.

The team consists of a Head of Grounds and three Grounds staff members.

The Deputy Head of Grounds is responsible for deputising for the Head of Grounds in their absence and assisting in the day to day management and quality control of the Grounds Team, leading and support Grounds team members on delivery of day-to-day tasks and working with the Head of Ground on planning and programming works to support the overall ambitions of the School, in particular the Sports Department.

Key Responsibilities:

- Deputise for the Head of Grounds when not available (absence, holidays or when uncontactable).
- Assist the Head of Grounds in their duties where necessary, including planning work schedules, managing team members, and developing new ways of working for the team.
- Maintain and make ready for use external sports facilities and grounds (including artificial playing surfaces, netball courts and any similar resource) as directed. This must allow the needs of a busy School calendar to be met and ensures (as far as possible) that use/availability is not restricted.
- Be aware of the various uses of the School grounds at different times of the year and ensure that particular attention is given to cricket squares and other key areas.
- Carry out general grounds work, and other manual tasks required around the site from time to time.
- Meet with internal and external stakeholders and attend meetings in the absence or delegated by the Head of Grounds
- Ensure that work is carried out in a timely manner to ensure the success of internal and external events.
- Work alongside the maintenance and premises teams, and from time to time join with them on shared tasks.
- Carry out work at Burbage Road as directed by the Head of Grounds.
- Work alongside the gardening team to trim/cut all hedges.
- Advise the Head of Grounds on the safety of trees and security and safety of boundary walls and fences on the School site.

Teamwork:

- Be an active member of Estates and Operations team.
- Engage and work in conjunction with team members, staff and associates of the school showing a polite and professional manner at all times.
- Maintain and improve on skills / CPD relevant to the role.
- Undertake such other tasks relevant to the work or needs of the School as these needs arise and as may be reasonably requested.



Health & Safety:

- Ensure all work is undertaken in conjunction with Alleyns Schools Health and Safety Policies, all Risk Assessments are carried out and all work is undertaken to a safe and excellent standard
- Ensure management and monitoring of all health and safety issues and close reporting and communications with Head of Department
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy.
- In conjunction with all staff of the School, support, promote and act within the School's policies and practices about Data Protection.
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.

Any additional duties, as directed by the Head of Grounds and Director of Site Operations which are within the reasonable capability and responsibility of the Deputy Head of Grounds.

Line Management:

The Deputy Head of Grounds is managed day to day by the Head of Grounds and the Director of Site Operations and has free access to the Chief Operating Officer.

Our Values (the Alleyn's ROCCK!)

Respect

Opportunity

Curiosity

Courage

Kindness

Person Specification

Applications are invited from individuals who are 'hands on' in terms of approach to work and lead by example in terms of work ethic and who have a keen eye for detail and ensure high standards are constantly achieved.

Applicants should demonstrate excellent communication and interpersonal skills, with the ability to work in all weather conditions as part of a team and to work flexibly to meet the needs of the school. The table below sets out the requirements for the role.

Education	Secondary level education, good numeracy and English language skills.
Experience & Qualifications	Recognised Grounds qualification(s) at NVQ Level 2 or above. Proven experience within a similar sized grounds setting, ideally within a school/ university environment and experience and ability in using grounds machinery and basic maintenance. An interest in cricket and knowledge of cricket wicket preparation would be desirable. Ideally candidates will have experience of working in a school.
Driving Licence	Driving licence and knowledge of operating grounds equipment is essential to be considered for this role.
ICT	Basic knowledge of ICT - can use e-mail and internet browser, basic functions on Word
Physical Attributes	A good level of fitness allowing the person to spend a significant amount of time on their feet, etc.
CPD	Willingness to develop and undertake further CPD courses where required.
Managing Relationships	Ability to manage a team and set and monitor tasks. Inevitably certain times of the academic year are pressured in the pattern of workload and it is important that the post holder is reliable and maintains a positive attitude.
1:1 Oral Communication Skills	Ability to communicate professionally with colleagues in spoken English
Written Communication Skills	Ability to draft e-mails, letters etc to a professional standard.
Organisational Skills	Ability to follow general instructions (working closely with a manager/supervisor) and to organise and prioritise work on a day-to-day basis.
Time keeping & Flexibility	Ability to be punctual and reliable, and occasionally adapt working hours to suit the needs of the School
Attention to detail	Ability to identify problems with your own immediate work, including the accuracy of written and/or numerical data and to correct or report these issues to others.
Enthusiasm/Motivation	Enthusiasm and self-motivation, actively seeking to further the school's best interests.
Awareness of whole-School Activity	Awareness of activities taking place both within the department and across the School.
Confidentiality & Discretion	Awareness that the role holder's position may from time-to-time give them access to information which cannot be shared internally or externally.
Problem Solving Skills	Ability to solve problems that may significantly impact on others.



Working at Alleyn's

Terms and Conditions

The job is offered on a permanent basis, full-time, all year round. There is four weeks holiday per year, calculated pro-rata in addition to a Christmas closure period, rising to five weeks after five years' service.

The working hours will be 37.5 hours a week, excluding a half hour unpaid break per day, within the hours of 8am and 6pm. Hours are worked on a rotating weekly shift pattern which will include one Saturday a month. The successful applicant will be expected to work a full day on Founder's Day, one Saturday per year in late June or early July.

The salary will be between £31,000 and £35,000 per annum based on experience and will be paid over twelve monthly instalments.

The School offers additional benefits to its staff, including the use of the School swimming pool and gym, subsidised yoga and Pilates classes, a holiday purchase scheme, access to the library, free tickets to School performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission, which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different and it is taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan. This plan may involve contributions being made via salary sacrifice based on matching 5% contributions from the employer and employee and is currently run through Legal and General.

On completion of the required recruitment checks, the post would be available to the successful candidate with immediate effect or at the completion of their due term of notice.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

The application form can be downloaded from our website, www.alleyns.org.uk/jobs.

Candidates should complete all sections of the form and submit it together with a completed Equal Opportunities Monitoring Form, full CV and covering letter.

Please address your covering letter to the Chief Operating Officer, Guy Collins-Down, **explaining in your letter why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career.**

All documents should be emailed to jobs@alleyns.org.uk.

Alternatively, they can be posted to:

HR Department, Alleyn's School, Townley Road, London SE22 8SU.

The deadline for applications is midday on Wednesday 24 July 2024.

If you have any questions you are very welcome to contact the Recruitment Manager, Karolina Walicka, by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the School. This will consist of interviews with relevant colleagues including the Chief Operating Officer, Director of Site Operations and Head of Grounds. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.



Alleyne's School, a charitable company limited by guarantee registered in England and Wales with company number 09401357 and registered charity number 1161864. Registered office address: Alleyne's School, Townley Road, Dulwich, London, SE22 8SU
