



GREAT BALLARD

Appointment of Groundsperson



Information for candidates



Dear candidate,

Thank you for your interest in this post. These are exciting times for the school which has grown rapidly over the past 5 years and we are now looking for an exceptional Groundsperson with the can-do attitude, taste for adventure and vision to support us with our plans.

The ideal candidate will be able to demonstrate exceptional skill and knowledge with regards to school grounds and have a desire to create an outdoor space where our students can learn and thrive. We hope this pack will help you to get a sense of what makes our school special and the scale of our ambition for our pupils. This is an exciting time to be joining Great Ballard and we are seeking outstanding people to be a part of our journey.

Don't hesitate to get in touch prior to application if you would like to know more.

Kind regards,
Matt King

Our Vision

When Ivor Poole established Great Ballard in 1924 he made a promise that the school would be different, and that courage to stand out from the crowd still energises us almost a century later. The school maintains a proud reputation for academic excellence, for music, for the arts and for sport. But, above all else, Poole wanted everyone to be cared for and treated fairly and it's a principle that still guides us. Great Ballard is a family in which everyone matters and no one is invisible. It is a school that cares, a school built completely around its pupils, a school with a heart.

But while Poole's principles remain unchanged, the world beyond school refuses to stand still. Our duty to equip young people for an unpredictable future has never been more apparent. Our curriculum is broad, forward thinking and outward facing and we encourage pupils to look beyond our idyllic West Sussex bubble and to develop the skills required to adapt to change and genuinely make a difference in their worlds. We focus on leadership, problem solving and communication while covering a broad range of traditional subjects. But we also nurture a special passion for technology, computer science and communication skills which we champion without ever compromising the highest standards of literacy and numeracy. We see unique potential in all our children and support them to become the very best versions of themselves.

We deliver a 2-16 education and our educational approach is built around the 4Hs (Head, Hand, Heart and Health) with an ethos rooted in building the strongest relationships and on empathy and respect. Our young people recognise a need to be role models but also to lift others, to serve and to give.

We are delighted that our May 2026 ISI inspection found us to have a "significant strength" in belonging. A very rare accolade that recognises our strong sense of community that helps every child flourish.

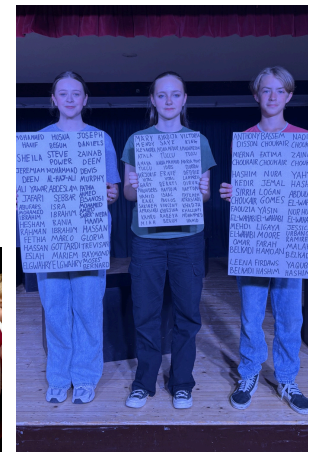
And we love to take education beyond the classroom making the most of our wonderful location and prioritising creativity, teamwork and pupil well-being. While we celebrate achievements right across the co-curricular range, we also acknowledge the value of the arts and exercise in shaping happy, healthy and resilient young lives.



Further Information

Great Ballard School is a delightful, co-educational independent day school, for children aged 2-16 years. Set within 30 acres of the South Downs National Park and the Moore's International Dark Sky Reserve it is ideally situated to provide a stunningly natural educational environment combined with excellent transport links across the County. It is located between the cathedral city of Chichester and the charming market towns of Arundel and Petworth, an area steeped in history and boasting easy access to sandy beaches, fishing villages, historical and family attractions; it is one of the most beautiful locations in South-East England. Although the school is nestled near the south coast, London Victoria is approximately a 75-minute ride away from Barnham or Chichester train stations, Gatwick and Heathrow are easily accessible and Great Ballard School is less than 30 miles from Brighton and Portsmouth.

Whilst there are a number of independent schools in the area, Great Ballard School is truly unique in providing individualised care and support for the children and a safe space in which each pupil can be inspired and discover what they can really achieve. Pupils are known by all staff, not just their form tutor and the school takes great pride in ensuring that none ever feel invisible or overlooked. Great Ballard understands that modern parents have work commitments and busy lives and the extended day is offered to reflect this.



An Exciting Future

Great Ballard's spectacular site spreads from the main building, where our senior classrooms can be found, down to our Pre-Prep hub, Prep courtyard and specialist Science cookery and art centres. Outside we enjoy 30 acres of playing fields and woodlands as well as our own swimming pool and outdoor learning hub. Over the past 5 years the school has tripled in size, expanding from Year 8 up to Year 11 and welcoming an influx of new families across the school.

The school is on an exciting journey and keen to make it with a team who are looking for something fresh, something different and something special.

The 4H Approach



HEAD

Ambitious, tailored teaching focuses on individual progress and encourages intellectual curiosity and future-ready problem solving



HEART

Practical approaches to learning embed collaboration, creativity and communication and foster a diverse range of real world skills



HAND

Empathy and service foster a sense of belonging and self-worth, inspiring students to lift others and lead positive change



HEALTH

Mental and physical wellbeing provide the foundations for confident, spirited learning and vigorous, constructive lives



Role Profile

Responsible to: Business Manager

Hours: Monday to Friday, 47.5hrs per week (including one hour unpaid lunch), 52 weeks per year.

Start date: 1st September 2026

Salary: £30,828 per annum (subject to review in September 2026)

The Grounds Person will work as part of the Facilities Team, to maintain and develop the school grounds to the highest possible standards and in line with school development plan. The successful candidate will be a fully participating member of the school community. This role requires a flexible, enthusiastic attitude with the ability to work alone. It is also essential that candidates demonstrate a passion for gardening and landscaping.

Maintenance & Grounds

- Carry out the maintenance and development of the school sports pitches.
- In liaison with the Sports department, carry out line marking of sports pitches and running track in line with the needs of the sporting calendar.
- Organise the maintenance and storage of all grounds and gardening equipment required for the role.
- Ensure all gardening tasks are completed at the correct time of the year and that the school grounds are always kept to a high standard. Plan for seasonal maintenance to ensure safety on site e.g. leaf clearance and snow clearance.
- Carry out all of the duties in the maintenance programme relating to the grounds and gardens. Duties include grass cutting, weeding, hedge cutting, fence repairs, the clearing of leaves and litter, planting of flowerbeds and containers, pruning shrubs and trees and general tree care.
- To regularly check the condition of the buildings and grounds and report any issues to the Business Manager.
- To ensure that all areas of the school are kept in a tidy state and clear of hazards.
- To be responsible for the use, repair, maintenance and security of plant machinery and equipment based at the school.
- To assist with management of the swimming pool e.g. pool cleaning and testing.
- Work with any specialist contractors, to assist with specific grounds maintenance tasks needed due to the complexity of the work.

Health & Safety

- To be aware of the required Health and Safety legislation and ensure that the school meets these requirements, monitoring and keeping written records as appropriate.
- Have, or be willing to undertake, the relevant training for Safe Use of Pesticides and adhere to health and safety legislation and COSHH guidelines with respect to chemicals and pesticides.
- To complete annual risk assessments for all grounds equipment / machinery and ensure that any necessary PPE is available.

- To be observant at all times of things around the school which may compromise safety e.g. trip hazards, poor lighting.
- To be aware of and adhere to applicable rules, regulations, legislation, procedures and policies e.g. the School's Code of Conduct and Equal Opportunities Policy; COSHH; data protection and copyright legislation.
- To work safely and bring to managers' attention any faults, accidents, incidents or near misses and any other health and safety concerns in order that the school remains a healthy and safe environment for all.
- To undertake training and development as required.

Porterage

- Ensure that deliveries of equipment, furniture and materials are dealt with promptly and items repositioned as required.
- Undertake porterage of equipment, furniture and materials within the premises, as required, including setting up seating the hall for productions, etc.

Support for the School

- To be aware of upcoming school events and your role within these, taking direction from the Business Manager in regard to what set up is required.
- Engage with school community projects as required which may include interactions with pupils and students and education staff.
- To be aware of and comply with all school policies and procedures with a particular reference to those relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate staff member.
- To participate in training and other learning activities and performance management as required.
- To carry out other duties as may be reasonably requested by the Business Manager and Senior Leadership Team.
- Work as part of the Facilities Team to provide emergency cover for other posts within the Facilities Teams' responsibilities, in any amenity area, in the absence of other staff if required.

Compliance and Inspection

Work closely with the Business Manager to ensure that records are maintained accurately and appropriately for compliance purposes and ready for inspection.

General

- A caring attitude and a good sense of customer service.
- An ability to work using one's own initiative as well as being a good team player.
- Ability to work calmly under pressure and multitask.

Safeguarding

In addition to and alongside the above, all staff are expected to:

- Comply with safeguarding policies, procedures and the employee code of conduct.
- Demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing.
- Ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- Engage with all safeguarding training.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Terms & Benefits

- Open and flexible membership of the Great Ballard Group Pension Scheme which includes 4 time life assurance, income protection insurance plus optional salary exchange.
- On-site parking and lunches during term time.
- Employee Assistance Programme and other wellbeing initiatives in place.

Applications

Interested candidates are invited to contact Jacqui Whall to arrange a confidential discussion about the role: j.whall@greatballard.co.uk or call on 01243 814236.

Please email your completed application form and covering letter (both as PDF files please) to Jacqui Whall, at j.whall@greatballard.co.uk.

Closing date for applications is 9am on Friday 3rd July 2026.

The school reserve the right to close this vacancy early should we receive a high volume of applications. We encourage you to submit your application as soon as possible to avoid disappointment.

Safeguarding Statement

Great Ballard 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 clearance.