



Fettes College

## Head of Grounds



A place to **live.** A place to **learn.** A place to **grow.**

An opportunity has arisen for a proactive and motivated individual with outstanding knowledge of managing extensive grounds. Reporting to the Estates Maintenance Manager, this role is an integral part of the Estates Team, combining hands on operational oversight with strategic planning to enhance the long term quality, sustainability and usability of the campus.

## The Context

Fettes College was established in 1870 in the Comely Bank area of Edinburgh. The college sits in a historic designed landscape, laid out by Archibald Campbell-Swinton from 1863, providing a setting for David Bryce's A-listed main college building. Fettes has been custodian for the care and management of their 100 acre campus landscape for over 150 years. The landscape is one of the college's greatest resources and its varied settings of sports pitches, lawns, gardens and woodland provide an amenity that has been valued by every generation of Fettesian.

The college estate is protected by several statutory designations. The main college and sundial are category A-listed whilst several other buildings, including several boarding houses, and the boundary railings and gates are all category B listed. The grounds are included in the Edinburgh City Council Survey of Gardens and Designed Landscapes and are identified as a significant feature in the Inverleith Conservation Area Character Appraisal.

## The Role

The Head of Grounds is responsible for the strategic management, maintenance, and development of all these outdoor spaces, including woodland areas, landscaped grounds, and sports pitches. The ideal candidate will possess good leadership skills, have a passion for horticulture, an interest in forestry and woodland management and demonstrate competence in the operation of grounds machinery. The role ensures that the estate is safe, visually appealing, environmentally sustainable and fully prepared to support term-time sporting and outdoor activities, managing a small team of employees, seasonal workers and contractors.

## Key Responsibilities

### Grounds & Landscape Management

- Oversee the maintenance and development of landscaped gardens, lawns, pathways and formal grounds.
- Manage woodland areas, including conservation, biodiversity initiatives, tree safety, and habitat management.
- Develop and implement long-term grounds maintenance and improvement plans.
- Ensure seasonal planting schemes and presentation standards are maintained year-round.

### Sports Pitch Preparation

- Plan, prepare, and maintain sports pitches to required standards.
- Ensure pitches are marked out in line with term-time schedules and sporting requirements.
- Ensure playing surfaces are safe, compliant, and match ready as appropriate.
- Ensure compliance with relevant governing body standards (e.g. hockey, football, rugby, cricket where applicable).
- Coordinate pitch rotation, rest periods and recovery programmes.

### Team Leadership & Operations

- Lead, supervise, and develop the grounds team.
- Allocate daily and seasonal tasks, ensuring efficient use of staff and resources.
- Provide training and ensure adherence to best practices.
- Manage rotas to support peak periods, including term-time demands.

### Health & Safety

- Ensure compliance with all relevant health and safety legislation.
- Conduct risk assessments for grounds work, machinery use and public areas.
- Oversee safe operation and maintenance of machinery and equipment.
- Maintain safe access across the estate in all weather conditions.

### Environmental & Sustainability Management

- Promote sustainable land management practices.
- Implement environmentally responsible pest, weed, and fertilisation control.
- Support biodiversity initiatives within woodland and landscaped areas.
- Monitor and reduce environmental impact where possible.

### Budget and Resource Management

- Manage grounds maintenance budgets and procurement of materials and equipment.
- Oversee contractor work where required.
- Maintain inventory of tools, machinery, and supplies.

## Person Specification

### Qualifications and Skills

#### Skills & Experience

- Proven experience in grounds management, landscaping or estate management.
- Strong knowledge of sports pitch preparation, seasonal renovation programmes and marking of both natural and all-weather surfaces.
- Experience of managing woodland or conservation areas is highly desirable, along with an awareness of protocols required for tree felling and replacement management.
- Leadership experience with the ability to motivate and manage a team.
- Good understanding of health and safety regulations.
- Competence in operating grounds maintenance machinery.

#### Qualifications (Desirable)

- NVQ / SVQ in Horticulture, Sports Turf, or Land Management
- PA1/PA6 spraying certificates
- Chainsaw certification (e.g. NPTC)
- First Aid at Work
- Driving license - essential

### Personal Qualities

- Strong organisational and planning skills.
- Attention to detail and high presentation standards.
- Proactive and hands-on approach.
- Ability to work flexibly, particularly during term time and seasonal peaks.
- Commitment to environmental sustainability.



## Benefits

This is a permanent full-time role, working 37.5 hours per week Monday to Friday and occasional weekend and early morning working as required, including the attending of specific events, etc. The work is primarily outdoor, working in all weather conditions, with the flexibility required to meet seasonal and term-time demands.

Annual Salary: £37,000-42,000 depending on experience

Staff Benefits: In addition to being part of a great team you will be entitled to a range of benefits that include:

- 30 days holidays and 8 days public holidays, generally taken outside term time.
- Parking within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving several routes across the city and to rail stations.
- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.

- Free lunchtime meals during term time, and at other times when catering is provided, and you are on duty.
- Life insurance scheme 3x base salary.
- Excellent Employee Assistance Programme (EAP).
- You will be opted into the Fettes College Pension Plan after 3 months service. This scheme is a money purchase one, operating as a salary exchange plan. The College will contribute to the scheme a minimum of 8% and you will contribute a minimum of 2% employee. Fettes operate a contribution matching scheme up to 12% of base salary.
- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our benefits portal.

## Application Process

The closing date for applications for this role is **14<sup>th</sup> May 2026**. Interviews are scheduled to take place on Tuesday, 19<sup>th</sup> May 2026.

To apply please go to our website and follow the link for this vacancy:

[www.fettes.com](http://www.fettes.com)

All applicants are asked to provide, as well as a CV, a covering letter setting out how you meet the person specification and what you feel you can bring to this role. Our Estates Maintenance Manager, Joss Kay, is available to have an informal conversation with any potential candidate prior to applying. If this is of interest to you, please contact [recruitment@fettes.com](mailto:recruitment@fettes.com) to arrange a time to speak with Joss.

An offer of employment will be subject to two satisfactory references and a clean report being obtained from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any questions about how this might work for you, please contact Anushka Chakravarty (Deputy Head (Academic)) at [A.Chakravarty@fettes.com](mailto:A.Chakravarty@fettes.com).



## About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with our Prep School from age 5-13, with a Pre-Prep for 5-7 and a Prep School from 7+. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing students with 'A place to live. A place to learn. A place to grow'. Founded by Sir William Fettes in 1870, it was originally a boys school and started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, made up of just under 700 students and over 300 dedicated staff.



# Fettes Moving Forward

## **Our vision**

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

*We have called this **Fettes Moving Forward: A place to live. A place to learn. A place to grow.***

*You can discover our vision –  
and how it shapes and informs  
our future – at  
[Fettes.com/vision](https://fettes.com/vision)*

