

Grounds Supervisor

Responsible to: Head of Estates and Facilities

Salary: £30,054 per annum

Contract Type: Permanent, Full Time

Hours of Work: Monday to Friday - 37.5 hours per week - 0730am to 0430pm, flexible to suit seasonal demand (occasional evening and weekend work may be required)



The Opportunity

The Grounds Supervisor is primarily responsible for effectively and efficiently monitoring, maintaining and up-keeping grounds, pathways, gardens and sports pitches at St Leonards School, ensuring that they are of the highest standards of appearance and condition in accordance with Health and Safety Regulations.

They will also manage an outsourced contractor to support their function. They will be required to work with minimum supervision, responding to changing demands and priorities as and when required.

The Grounds Supervisor will be required to hold current PVG Scheme Membership for the duration of their employment, the cost of which is covered by St Leonards.



DISCOVER ST LEONARDS

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged 5 to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with c.550 pupils from Kindergarten to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 34 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is Ad Vitam ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative

opportunities, and was named 'Scotland's Independent School of the Year for Academic Performance' in 2024 and 2026 by the Sunday Times

The average IB Diploma points score in 2025 was 36, with over 85% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

Key Responsibilities - Role Specific Responsibilities

- Providing professional gardening and estates services within a large School setting including cultivation; spraying; edging; bed preparation; planting and general upkeep of the gardens, sports fields and grounds.
- Maintenance of the all-weather sports pitches.
- Cold weather preventative gritting, salt spreading and snow clearing.
- Advance planning and allocation of duties to the Grounds contractor, including monitoring weather and temperature forecasts, liaising with internal and external stakeholders to ensure preparedness for all events held on School grounds.
- Overseeing the Grounds Maintenance contract, liaising with the contractor, managing SLAs and ensuring best value for money.
- Ensuring the safe use, storage and maintenance of equipment and machinery.
- Maintaining compliance with all relevant Health & Safety and security procedures and guidelines.
- Assessing stock levels and ordering materials to carry out works within delegated limits.
- Lifting and moving of furniture and equipment.
- Annual re-painting of benches and general condition checks.
- General support work outside the grounds team as requested by the Head of Estates and Facilities.

This is not intended to be an exhaustive list of responsibilities and duties. It is expected that the post-holder will participate in other reasonable activities, which may be required to meet the needs of the School or for better fulfilment of the role.

Person Specification

The successful candidate will demonstrate the following qualities and experience.

Education, Training & Qualifications

Essential

- HNC in Horticulture
- PA1 and PA6 Spraying Certificates

Desirable

- PA2 Tractor mounted spraying certificate
- Chainsaw certificate

Experience

Essential

- Previous experience in maintenance and landscape gardening.
- Supervisory experience including leading and planning horticulture works..
- Sports pitch maintenance, lining, cutting and marking.
- An understanding of sports turf maintenance and horticulture
- Sound knowledge of plant identification.

Desirable

- Experience of working in a school or sports environment.

Skills

Essential

- Mechanical skills, able to clean and make small repairs to machinery and grounds features (fencing etc.)
- Full, clean driving licence.
- Computer literate in standard IT systems e.g. Google, Windows and spreadsheets.
- Experience of operating a variety of ground-care equipment and power tools.
- Excellent time management and planning skills.
- Clear and concise communication skills.
- Physically fit to undertake strenuous duties

Interpersonal & Personal Qualities

Essential

- Ability to work independently and as part of a wider departmental team..
- A fair and consistent approach when delegating tasks
- High emotional intelligence, professional warmth and discretion.
- Competent at prioritising workload to meet deadlines.
- A flexible and enthusiastic attitude to work.

Desirable

- Flexible with occasional overtime or weekend work, when required.



THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via St Leonards [Teacheroo portal](#). The closing date and time for applications is Noon on **16th November 2026. Interview to take place as close to this date as possible.**

We reserve the right to close the vacancy earlier.

Please note : St Leonards cannot offer visa sponsorship therefore applicants must have the right to work in the UK Any questions may be directed to recruitment@stleonards-fife.org in the first instance.

All successful applicants will be required to be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.