

Grounds Assistant

Responsible to: Grounds Supervisor

Responsible for: N/A

Salary: Grade 2.1 - £26,080.08

Contract Type: Full time, permanent

Hours of Work: Permanent, full-time contract. 37.5 hours per week.

Monday to Friday 7.30am to 3.30pm. (with half hour daily unpaid lunch break)



Job Purpose:

The post-holder is expected to uphold and actively promote the ethos of St Leonards School. The Grounds Assistant is a member of the support team and will report on a daily basis to the Estates Supervisor but is ultimately responsible to the Director of Finance and Operations through the Estates and Facilities Manager.

The Grounds Assistant is responsible for the general maintenance of the grounds and gardens at St Leonards, ensuring that they are of the highest standards of appearance and upkeep. The post-holder must act in accordance with the Estates Department Service Level Agreement and the School's policies and procedures, complying, in particular, with all Health and Safety matters regarding machine maintenance and operation.

The post-holder will be required to work with minimum supervision, responding to changing demands and priorities as and when required.



DISCOVER ST LEONARDS

St Leonards has been at the forefront of education in Scotland and beyond since its foundation in 1877. Throughout its life, the School has demonstrated a progressive spirit from its inception as a pioneering school for girls to the vibrant fully co-educational boarding and day school that it is today.

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 close to 600 pupils from Year 1 to Year 13 and is the only IB continuum school in Scotland. With over 35 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 ethos and approach to learning of the IB permeates all areas of school life, within and beyond the classroom.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year' by the Sunday Times for 2019, in recognition of its complete commitment to offering a first-class education.

Prior to the award of 'Independent School of the Year', St Leonards was named the Sunday Times' top-performing Sixth Form for IB/A-Level results in Scotland for three consecutive years: 2016, 2017 and 2018. The average IB Diploma points score in 2021 was 35, with over 80% 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 has been established; the record school roll continues to grow; academic achievement is strong; public recognition of the School is incredibly positive; the highest standards of pastoral care are provided by well-trained, committed and specialist staff who address the individual needs of pupils, and outstanding teachers are attracted to work in and become part of the inclusive culture and diverse St Leonards community.

One hour from Edinburgh International 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.

The town is very much seen as an extension of the School campus and the St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK, is yet another opportunity.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life.



Responsibilities:

- Carrying out a variety of gardening duties, including hedge trimming, soil cultivation, digging, forking, mulching, watering, raking, weeding, including spraying weed-killer, edging, bed preparation, planting and leaf collection.
- Maintaining and cultivating lawns, including cutting, feeding and spraying.
- Brushing the artificial grass pitch and clearing litter, debris, weeds and moss.
- Ensuring the playing fields, borders and footpaths are clear and free from litter debris at all times. Emptying waste bins regularly.
- Carrying out gritting, salt spreading and snow clearing around the School, as required in the School's Salt and Gritting policy. This may require additional hours to be worked at times of extreme weather.
- Cutting, marking and over-marking of sport pitches, running tracks and other field sports areas. Using our pitch marking machine.
- Assisting with the erection and dismantling of sports equipment, such as goals, tennis nets, portable floodlights etc.
- Undertaking the general maintenance of equipment as directed by the Estates Supervisor.
- Ensuring that all equipment is secured and stored safely and cleanly and fuel supplies replenished. Reporting any defects or breakages to the Estates Supervisor.
- Lifting and moving furniture and other equipment. Annual painting of benches and other equipment.
- Complying with the School's Health and Safety policy, reporting any faulty appliances, damaged equipment or any other potential hazards in a timely manner.
- General support work as requested by the Estates Manager.

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 fulfillment of the role.



Person Specification

Criteria	Essential	Desirable
Education, Training and Qualifications	• Educated to Standard Grade/GCSE level. • Relevant health and safety/manual handling training would be desirable. • National Certificate in Horticulture or equivalent SVQ, NVQ qualification.	Spraying Certificate PA1&PA6
Experience	• Previous experience as a Grounds Assistant or Gardener. • An understanding of sports pitch markings.	• Experience of working in a school or sports environment. • Experience of undertaking practical/manual duties in a facilities, estates, transport or similar environment would be desirable
Skills	• Mechanical skills, able to mend machinery and make small repairs to equipment, fences etc. • Ability to operate machinery and equipment safely and in accordance with relevant instructions and procedures. • A driving licence. • Good practical and problem-solving skills. • Ability to carry out manual handling tasks safely.	• A full, clean driving licence.
Interpersonal skills	• Ability to work as part of a small team. • Ability to work without supervision and show initiative.	

	• Competent at prioritising workload to meet deadlines. • A flexible and enthusiastic approach to work.	
Physical Requirements	• Physically fit and able to undertake the practical requirements of the role. • Able to undertake manual handling and safely lift and move equipment, furniture and other items as required. • Able to undertake tasks requiring regular movement around the School campus and, where required, work outdoors and in varying weather conditions.	



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 **28th September 2026**. Interview to take place ASAP. We reserve the right to close the vacancy earlier.

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.