

January 2023

Westerham Road  
Westerham  
Kent TN16 1QN

t 01959 562156

f 01959 565046

e [valence@valence.kent.sch.uk](mailto:valence@valence.kent.sch.uk)

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

Principal: Roland J. Gooding OBE

## Application for Grounds Maintenance Assistant

Thank you for your interest in the vacancy for the above position.

Valence School is a Kent County Council Foundation residential and day Special School for students from age 4 to 19 with physical disabilities, complex medical needs and associated learning difficulties. We are part of the Kent Special Educational Needs Trust (KsENT). We have a large, dedicated staff team of over 250 people providing specialist teaching, social care, therapies and nursing care to an exceptionally high standard.

Valence School is a supportive environment and a rewarding place to work, and whether working directly with our students or in a school support role, every member of staff participates in enabling students to learn and aspire to achieve meaningful independence. Students flourish in a supportive but challenging environment, making good educational progress and achieving a range of accreditation as they get older.

If you would like to arrange a tour of the school, please contact the HR team on 01959 567841. Please also see our website videos to see our school in action in our curriculum pathways: [Formal](#), [Semi-Formal](#) and [Pre-Formal](#) and our [residential provision](#).

Please find enclosed the following forms:

- Application Form and Equality Monitoring Form: to [complete and submit online](#)
- Copy of the Advertisement
- Job Description and Person Specification
- Valence Vision & Ethos

The closing date is **19 February 2023** and we look forward to receiving your completed forms at your earliest convenience. Interviews are expected to be held on **1 / 2 March 2023**.

Valence School is committed to safeguarding and promoting the welfare of every student and we expect all staff to share this commitment. References will be taken up before interview and online checks undertaken for shortlisted candidates. Successful applicants will need an enhanced DBS check (this post is subject to the Rehabilitation of Offenders Act). Please note that smoking (including e-cigarettes) is prohibited within the school premises and grounds.

**Our Child Protection Policy can be found on our [website](#)**

Should you require any additional information please do not hesitate to contact us.

Yours sincerely  
*Sarah Lowndes*  
HR Manager



**Valence School**  
enabling independence

Westerham Road, Westerham TN16 1QN  
t: 01959 567841  
e: vacancies@valence.kent.sch.uk  
w: www.valenceschool.com

## **GROUNDS MAINTENANCE ASSISTANT**

**40 hours per week - All Year Round**

**08.00-16.30 (flexibility around hours required)**

**£23,148 actual gross p.a. (£12.00 per hour)**

**Benefits include a generous pension scheme & life cover,  
retail discounts, training opportunities, well-being sessions  
and free on-site parking**

As the Grounds Maintenance Assistant you will join a growing, friendly team responsible for 40 acres of beautiful grounds with meadows, lakes and woodland. You will support the Grounds Maintenance Supervisor & Facilities team to ensure the delivery of a safe and secure environment that is maintained and developed for all students, staff and visitors and ensure that all facilities are kept to a high standard of repair and appearance.

You will have experience of grounds maintenance and be able to meet the physical demands of the post. You will develop and maintain good working relationships, be pro-active and have a reliable attitude. You must also have a full, clean driving licence for this post.

Valence School is a KCC Foundation residential and day Special School for children and young people with physical disabilities, complex medical needs and associated learning and communication difficulties. We are part of the Kent Special Educational Needs Trust (KsENT).

**For applications details please visit [www.valenceschool.com](http://www.valenceschool.com) > work for us  
or contact the HR team on 01959 567841 or  
[vacancies@valence.kent.sch.uk](mailto:vacancies@valence.kent.sch.uk)  
Application closing date: 19 February 2023  
Interview date: 1 / 2 March 2023**

Valence School is committed to safeguarding and promoting the welfare of every student and we expect all our staff and volunteers to share this commitment. We value diversity and promote equality for all.

References will be taken up before interview and online checks undertaken for shortlisted candidates. The successful applicant will require an enhanced DBS check (this post is subject to the Rehabilitation of Offenders Act).



---

# Valence School Job Description: Grounds Maintenance Assistant

---

**Responsible to:** Grounds Maintenance Supervisor/Site Manager

## Main purpose

To support the Grounds Maintenance Supervisor & Facilities Team to ensure the delivery and maintenance of a safe and secure environment for all pupils, staff, and visitors. To ensure that all facilities are kept to a high standard of repair, hygiene, cleanliness and appearance.

## Duties and responsibilities

- To assist in the development of a yearly schedule of seasonal activities and to work to this schedule updating as required.
- To undertake daily and seasonal grounds maintenance including mowing, strimming, planting, weeding (including weed spraying), and watering and woodland/hedgerow maintenance.
- Maintain the grounds equipment and ensure it is regularly serviced and repaired as necessary.
- Maintain and develop the Woodland Walk and Neptune Lakes and to ensure that this facility is safe for both school and visitors use.
- Painting and staining of external furniture as required.
- Tree management, including liaison with KCC contractors for the annual tree survey.
- Maintain security of the site, fixing or reporting any problems; this will include repairing fencing and gates and checking external lighting is operational and reporting faults to Maintenance Team.
- To keep the car parks clear and tidy.
- To provide grounds maintenance support at school events – this may very occasionally be required in evenings, or at weekends.
- When required to clear drives and pathways of snow and to salt as required. This may require working split shifts to ensure that the school remains open during inclement weather.
- To maintain high standards of safety and observe good practice in relation to health and safety issues and report any concerns to line management.

- To pro-actively observe and comply with all school policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
- To appropriately use the recording and reporting processes whenever appropriate.
- To maintain a flexible "can do" approach.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out. This job description may be amended at any time in consultation with the postholder.



## Valence School Person Specification: Grounds Maintenance Assistant

The following outlines the criteria for this post. Applicants should describe in their application how they meet these criteria.

REQUIREMENT	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"><li>• Full, clean driving licence.</li></ul>	<ul style="list-style-type: none"><li>• H &amp; S related qualifications</li><li>• Knowledge of safeguarding and child protection including Keeping Children Safe in Education (statutory guidance)</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience of Grounds Maintenance.</li></ul>	<ul style="list-style-type: none"><li>• Basic DIY skills</li><li>• Record keeping</li><li>• Use of wide range of machinery/equipment</li></ul>
Skills	<ul style="list-style-type: none"><li>• Good written skills</li><li>• Good Numeracy</li><li>• Prioritisation and multi-tasking</li></ul>	
Personal Qualities	<ul style="list-style-type: none"><li>• Hands-on, proactive approach</li><li>• Enthusiastic and self-motivated</li><li>• Excellent records of attendance &amp; punctuality.</li><li>• Reliable, willing, cheerful.</li><li>• Ability to undertake physical work including (but not limited to) lifting, operating machinery and handheld tools, grounds maintenance etc</li><li>• Ability to develop and maintain good working relationships throughout the school and to fit in and enhance the team.</li><li>• Ability to remain calm under pressure.</li><li>• A team player but also able to work unsupervised</li><li>• Flexible/able to work weekends/unsocial hours</li></ul>	<ul style="list-style-type: none"><li>• Evidence of commitment to on-going training in related matters e.g. H &amp; S</li></ul>

## The Valence Vision:

To provide all students that attend Valence School with a Learning Pathway that meets their intellectual, physical, social, and emotional needs. By working together with families and a wide range of support agencies, we will ensure that students within each Learning Pathway are valued, supported, and challenged to do their very best in preparation for the next stage of their learning and life in modern Britain.

To achieve our vision, we will work as a whole school team whilst striving to create a distinct identity for each Learning Pathway. Central to everything we do and key to the success of each Learning Pathway will be our Ethos...

## The Valence Ethos:

**Respectful** - Valence students respect the rights, needs and views of others. They seek to create an environment where support for each other is commonplace so that everyone feels that they belong.

**Resilient** - Valence students take risks and view failure as a good thing. They are encouraged not to give up easily and always try their best.

**Independent** - Valence students oversee their own learning. They are provided with a wide range of support to enable independence in everything that is required of them.

**Positive** - Valence students focus on what they 'can do' to develop as an individual and not what they 'cannot do' because of their disability

**Passionate** - Valence students are encouraged to find and develop their own range of interests and to express themselves as they wish in support of their learning.