

CHAFYN GODOLPHIN

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SALISBURY

Maintenance & Ground Support Worker



About Us

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Chafyn Godolphin (newly merged from September 2026) offers a world-class education for a changing world. Our purpose is to make the world a better place by developing individuals who are confident, ambitious and compassionate, ready to lead with authenticity and shape the future positively.

For over 300 years, our combined heritage has combined achievement with innovation. Today, we look forward with ambition as one school. Since welcoming boys as well as girls in 2025, every classroom, conversation and experience has been enriched. From September 2026, we are proud to be Chafyn Godolphin: a leading all-through co-educational day school for children aged 6 months to 19, with boarding available for Senior and Sixth Form pupils in the heart of Salisbury.

Our values define who we are and guide who we are becoming:

- **Belonging**
- **Courage**
- **Kindness**
- **Curiosity**

Our approach is rooted in excellent teaching, strong subject expertise and careful tracking of progress. We nurture curiosity, creativity and a strong sense of belonging, helping pupils develop confidence and independence. We also create meaningful opportunities for pupils to contribute beyond the classroom through leadership, service and engagement with the wider world.

Looking ahead, Chafyn Godolphin enters an exciting new chapter as a fully unified, all-through school. Bringing together our shared strengths creates a clear and ambitious journey for every child from age 6 months to 19, with continuity, confidence and opportunity at every stage. This evolution is not simply a change of name, but a step forward in how we think, teach and grow together strengthening our community, broadening opportunities and ensuring every pupil is well prepared for the world they will shape.

As part of United Learning, Chafyn Godolphin benefits from the strength of a national group of over 100 schools. This partnership enhances opportunities for pupils and staff while allowing us to retain our distinct character. Shared services and high-quality professional development enable our teachers to focus on delivering excellent education and continuous improvement.

The Department

The Maintenance and Grounds Department plays a vital role in supporting the safe, effective, and welcoming operation of the school across two sites. The department is responsible for the upkeep, repair, and presentation of all buildings, facilities, and outdoor areas, ensuring both locations are maintained to a consistently high standard for pupils, staff, and visitors.

The team delivers a coordinated service across the two sites, providing both planned and reactive maintenance for building fabric, mechanical and electrical systems, fixtures, and equipment. Ground maintenance responsibilities include the care of playing fields, sports facilities, landscaped areas, pathways, and car parks, ensuring all external spaces remain safe, accessible, and well-presented throughout the year.

A strong emphasis is placed on health, safety, and compliance across both sites. The department ensures adherence to statutory obligations and safeguarding standards in line with educational requirements, including fire safety, water hygiene, asbestos management, and site security. Regular inspections, risk assessments, and preventative maintenance schedules are implemented consistently to minimise risk and disruption to teaching and learning across both campuses.

Operating across two sites requires effective planning, communication, and prioritisation. The department coordinates resources and staffing to ensure timely response to maintenance requests, supports room and facility setups for examinations and events, and manages seasonal duties such as gritting, ground clearance, and weather resilience. The team works closely with senior leadership and administrative staff at both locations to ensure service delivery aligns with operational needs.

In addition, the Maintenance and Grounds Department contributes to the school's strategic objectives by supporting sustainability initiatives, improving energy efficiency, and maintaining accurate asset management across both sites. Through a proactive and responsive approach, the department ensures that both campuses provide a safe, secure, and high-quality environment that supports the overall educational experience.



Job Description

Role	Maintenance & Grounds Support Worker
Hours	Full-time, Permanent
Salary	£29,000
Reports to	Head of Grounds
Department	Grounds
Relationship	
The post holder is accountable to the Director of Estates in all matters relating to this post. All staff are ultimately responsible to the Head of Chafyn Godolphin. The post holder will work closely with team members and support the team when necessary.	

Purpose of the Role

- To support the Maintenance and Grounds Team across both Chafyn Godolphin school sites, providing a proactive, flexible and cooperative approach.

Duties & Responsibilities

- Support the Maintenance and Grounds teams across both schools.
- Assist the maintenance teams in activities laid out by the Maintenance Supervisor, such as the moving of materials and furniture, and basic repairs. All Jobs assigned will be within the understanding and competency of the post holder.
- Direct school traffic during peak times.
- Assist in the school minibus transportation of pupils.
- Maintain the school's minibus fleet under the direction of the Maintenance Supervisors across both sites.
- Under the direction of the Maintenance Supervisor, assist with the security of the schools
- Carry out a varied range of horticultural operations requiring minimum supervision and using own initiative, such as; greenhouse care, weeding, digging, edging, seed sowing, planting, bed preparation, pruning and maintenance of trees, shrubs and herbaceous plants.
- Maintain borders, ponds, hedges, fences, walls, paths, roadways and woodland.
- Carry out horticultural operations on lawns with the use of pedestrian and ride-on equipment to scarify, aerate, top-dress, over-seed, lift and lay turf, feed, irrigate and cut.
- Clean drives and pathways of debris, litter picking, clearing snow and applying grit salt as required.
- Safely use, maintain and clean horticultural equipment including hand tools, strimmers, hedge cutters, pedestrian and ride on mowers, scarifiers, aerators, tractors and any other machinery required to undertake the allocated tasks.
- Work in a tidy and safe manner.
- Assist the school in other tasks e.g. sports pitch/court set ups, car park stewarding and luggage transportation.
- Assist in the smooth running of school events including but not limited to Speech Day.

General

- To promote and support Chafyn Godolphin's culture of 'Friendship, Encouragement, Support and Mutual Respect' and encourage staff and students to follow this example.
- To promote and safeguard the welfare of students in your care or that you encounter, in accordance with the relevant School Child Protection and Safeguarding policies.
- To comply with, promote and act in accordance with all School policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the Director of Finance and Operations at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Director of Estates immediately.
- To maintain consistent working relationships with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and receiving constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional Information

Throughout the School it is our practice to vary the specific responsibilities in line with the needs of the school. This will be carried out in consultation with the post holder.

This is a job description only and the post holder will be expected to comply with any reasonable request from their Line Manager, Head of Department or member of the Senior Management Team to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the Job Description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head or nominated representative (in consultation with the post holder) to reflect the changing needs of the schools.

Person Specification

CRITERIA	Requirements		EVIDENCE
Qualifications	NVQ Level 2 in Horticulture (or equivalent)	Desirable	Application Form
	Pesticides application PA1, PA2 and PA6	Desirable	Original Certificates
	Chainsaw CS30 and CS31	Desirable	
Work Experience	Maintaining large gardens spaces and property Maintenance	Desirable	Application Form
	Previous experience in an educational environment	Desirable	References
Skills and knowledge	Good interpersonal and communication skills	Essential	Application Form
			General Interview
	Able to carry out heavy lifting	Essential	Skills Test
	Confident using machinery e.g. hedge cutters, strimmer's, lawn mowers, tractors and basic maintenance tools	Essential	
Personal Qualities or Skills	Confident working on own and able to work as part of a team	Essential	Application Form
	Good time management	Essential	General Interview
	Professional manner and approach	Essential	
	Able to use own initiative	Essential	Driving Licence check
	Self-motivated and adaptable	Essential	
	Able to work to and meet deadlines	Essential	
	Flexible approach to working hours	Essential	
	Full clean driving licence	Desirable	

How To Apply

Interviews

The closing date for applications is **9am Thursday 27 August 2026**. This vacancy will close as soon as sufficient applications have been received.

Safer Recruitment

Chafyn Godolphin is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An 'online search' will be conducted on short-listed candidates, and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children's Workforce), plus registration with the DBS Update service will be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at and /or whilst participating in activities associated with their employment within Chafyn Godolphin.

Please note, we do NOT accept application by Curriculum Vitae. For an informal discussion or to arrange a visit please contact a member of our HR Team on 01722 430536 or hr@godolphin.org

Recruitment Policy

Chafyn Godolphin is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview if they state this prior to shortlisting.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department.

The School's Recruitment, Selection and Disclosure Policy and procedure is available on the school website; www.godolphin.org. Chafyn Godolphin actively supports equality, diversity and inclusion, and encourages applications from all sections of society.

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SALISBURY

