



B R A D F I E L D C O L L E G E
G R O U N D S M A N A G E R

The opportunity

As Grounds Manager you will lead the grounds and gardens teams, working collaboratively with colleagues to maintain, conserve and enhance the sports facilities and grounds at Bradfield College and St Andrew's School. The role requires a strong commitment to health and safety, environmental sustainability, and operational excellence.

You will demonstrate an excellent understanding of health and safety and actively promote a positive culture towards it throughout your role.

There is an expectation that the Grounds Manager will contribute significantly to practical operational delivery on the grounds.

The College

Founded in 1850 by Thomas Stevens, and set in a village amidst unspoilt Berkshire countryside, Bradfield College enjoys a well-established reputation for being one of the country's leading co-educational, independent schools through its provision of academic excellence and a well-rounded education.

The College is characterised by a relaxed unpretentiousness and has a strong family atmosphere. These are central to the enjoyment of school that we believe is the foundation of successful education. The people who work here are deeply committed to the progress and wellbeing of the children in their care. A talented and diverse team of specialists and all-rounders, the staff bring expertise and dedication to their role and have an easy rapport with the young.

Pupil numbers are approximately 820 (with a 57:43, boy/girl ratio) following completion of an expansion programme which began with the introduction of full coeducation at Bradfield in 2004 (girls were first admitted to the sixth form in 1989). Approximately 80% of the pupils are boarders; many spend Saturday nights at home following matches but there is a full weekend programme and approximately 10% of the boarders stay in. A majority of the pupils are relatively local, coming from within a 30-mile radius and approximately 7% of our pupils live overseas.

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Bradfield's curriculum facilitates interdisciplinary thinking and also promotes excellence through specialisation. Inspirational teaching and high expectations go hand in hand in creating a culture of learning and ambition. As well as an extensive (i)GCSE programme, the College offers both the IB Diploma Programme and A Levels in the Sixth Form. Results are strong with 63% awarded 9-7 at GCSE, 79% achieving A*-B grades at A Level and an IB Diploma average of 35 points (out of 45).

Bradfield's outstanding pastoral care is rooted in its house system, beginning in Faulkner's, a Year 9 boarding house specially designed to help all girls and boys make a happy and successful transition to senior school before moving into one of 11 senior houses. As they make their way through the school, our pupils learn about themselves and about others and take increasing responsibility for their own lives, their choices and their wellbeing.

Simultaneously, we help them to become more aware of the views, needs and rights of people of all ages.

Bradfield offers a remarkable range of co-curricular activity. Participation across this range is fundamental to a Bradfield education and means taking part in sport, music, drama, creative arts and the whole array of activities available. Our pupils throw themselves into co-curricular activity with enthusiasm and learn about themselves whilst honing skills and developing interests which will remain with them throughout adult life.

Bradfield seeks to develop attributes that will enable pupils to thrive personally and professionally and to offer an education for life. This means a great deal more than securing strong grades and making a convincing application to higher education. It also entails the ability to embrace change, openness to a globalised world and the readiness to adapt and innovate. Each of these is nurtured in our diverse community and through our rich curriculum. We encourage pupils to understand the world around them and their place within it. In the same way, Bradfield itself continually looks forwards and outwards, embracing new opportunities whilst remaining true to its values.





The Department

The Grounds and Gardens function sits within the wider Estates Department, which is responsible for maintaining and enhancing the Bradfield College and St Andrew's School estates. The Grounds team plays a critical role in presenting, conserving, and developing the outdoor environments across both sites, ensuring they remain safe, attractive, sustainable, and fit for purpose.

This department supports a diverse and high-quality educational and sporting environment, caring for extensive sports surfaces, gardens, amenity spaces, and conservation areas. The team delivers year-round operational services—from routine grounds maintenance and horticultural care to specialist sports turf preparation. Working closely with colleagues across Estates, Sport, and wider College operations, the team supports both daily school life and Bradfield's commercial activities. A strong emphasis is placed on health and safety, environmental sustainability, and operational excellence, ensuring that the estate provides a safe and inspiring setting for pupils, staff, visitors, and the local community.

The Role

Reports to: Director of Estates
Department: Estates
Date: January 2026
Location: Bradfield College
Relationships: The Grounds Manager will work closely with other Estates department managers and with other internal stakeholders



Principal responsibilities

Operational Delivery

- Lead the grounds and gardens teams to deliver efficient, high-quality services for sports facilities, horticultural operations, and general site maintenance.
- Work collaboratively with Heads of Sports and BCL in the delivery of the College's sports programme and commercial activities.
- Develop and implement seasonal and weather-dependent work schedules (e.g., snow clearance, salting, sports surface preparation).
- Oversee the safety and provision of sports equipment as required.
- Support the maintenance and upkeep of the College and St Andrew's estate.
- Respond to emergency situations, allocating resources as needed, including outside normal working hours

Leadership and Management

- Manage, motivate and lead the Grounds and Gardens teams to achieve collective and individual excellence
- Ensure that all members of the team are correctly trained, qualified and competent to perform their duties
- React to emergency situations and allocate resources to work out of normal working hours if necessary
- Collaborate with the Director of Estates to develop and implement strategic development of the facilities, agree completion targets and oversee their completion
- Use initiative to ensure that tasks are carried out in the most efficient, cost effective and practical manner.
- Ensure that all members of the Gardens team and contractors comply with applicable regulations, legislation and school policies and that staff receive adequate briefing, practice and training in all relevant areas.



Principal Accountabilities *cont...*

Health and Safety

- Lead and develop a proactive Health and Safety culture within the department
- Act as the senior responsible person for health and safety in grounds and gardens operations
- Ensure the safety of pupils, staff and visitors at all times.
- Maintain work areas in a safe and tidy condition
- Make recommendations and implement changes to ensure best practice in health and safety
- Effectively manage the health and safety performance of contractors.
- Make recommendations and implement any relevant changes on site in conjunction with the Director of Estates to ensure that the Bradfield Group conforms to best practice

Key responsibilities *cont...*

Sustainability

- To support the College in its environmental sustainability goals
- Minimise the environmental impact of grounds maintenance activities
- Identify and implement sustainable practices and improvements

Projects

- Manage and deliver grounds and gardens improvement projects as part of the site's strategic development
- Lead operational projects as directed by the Director of Estates

Financial

- Develop, manage and report on the department budgets, ensuring accounts are monitored to ensure financial compliance and the delivery of services within agreed budgets.
- Follow the Estates Departments Purchase Order process when ordering goods and services
- Think and act pro-actively to deliver cost effective solutions for the Bradfield Group

General

- Provide administrative support to the Estates Department and the Director of Estates
- Undertake other reasonable tasks as required to support the department and Group

Safeguarding and Compliance

- Promote and safeguard the welfare of children and young people in accordance with the College's child protection policy





SKILLS AND QUALIFICATIONS

- Proven leadership and management abilities.
- Ability to motivate and encourage staff in a team environment.
- Organised, methodical, and experienced in overseeing work schedules.
- Strong communication and IT skills.
- Proficiency in the operation and maintenance of grounds maintenance machinery.
- Competent understanding of health and safety regulations.
- Capable of undertaking all aspects of grounds management and meeting the physical demands of the role.
- Full and relevant driving licence with trailer entitlement.
- GMA Level 4 qualification or equivalent.
- IOSH Managing Safely or equivalent.

EXPERIENCE

- An experienced grounds management professional with a reputation for excellence
- Thorough knowledge in sports turf management
- GMA Level 4 qualification or equivalent
- Leadership and Management qualification desirable
- IOSH Managing Safely
- Knowledge of working in conservation areas and AONB's
- Experience of working in an educational environment ideal, but not essential
- Full and relevant driving licence with trailer entitlement

The post-holder of this post may perform other related duties as negotiated to meet the on-going needs of the College, and due to the College continually evolving and progressing may be amended at any time, in conjunction with the post-holder, to allow for improvements to the levels of care and the protocols by which the College functions.

You should revert to your individual responsibilities as defined in the Health & Safety Manual and ensure you are competent to implement them and agree to abide by them. Your health, safety and welfare at work are protected by law. Your employer has a duty to protect you and to keep you informed about health and safety. You have a responsibility to look after yourself and others. If there is a problem, discuss it with your employer or the College's Health, Security & Safety Manager.

Process and how to apply

Please complete the application form in full online via the vacancies page on the Bradfield College website.

Shortlisted candidates will be invited on site for an interview and a tour of the College.

The successful candidate will be offered a competitive salary reflecting the role and the experience of the candidate.

Benefits include:

- Contributory workplace pension scheme and 3 x life cover
- Subsidised membership of the College Sports Centre and Golf Club
- Access to our Employee Assistance programme
- BHSF Health Cash plan
- Cycle to Work scheme
- Electric Vehicle scheme
- Free parking and lunch provided when the College kitchens are open

The closing date for applications is 8 February 2026.

Applications will be processed as they are received and we may interview suitable candidates before the closing date; therefore, early application is advised.





Safeguarding

Bradfield College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder is responsible for promoting and safeguarding the welfare of children and young people for whom he/she is responsible, or with whom he/she comes into contact, and ensuring compliance with our child protection policy statement.

Disclosure and Barring Service, references and right to work in the UK

As Bradfield College is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to the required and satisfactory DBS (Disclosure and Barring Service) clearances before the appointment is confirmed.

This post is also subject to receipt of written references which must be satisfactory to Bradfield College and documentary evidence of qualifications. A copy of the reference request form is included at the end of this document for information purposes.

Successful applicants will need to provide confirmation of permission to work in the UK. Please note that under the Immigration Asylum and Nationality Act 2006, Bradfield College has an obligation to ensure applicants have the right to work in the UK prior to commencement of employment. (This is carried out at the interview stage; if applicants fail to produce the required genuine documents prior to commencement of work for the College, or if it is found that those documents do not meet the legal requirement, an offer of employment will be withdrawn).

Safeguarding

All staff are required to refer to their individual responsibilities as defined in the Health & Safety Manual and ensure they are competent to implement them and agree to abide by them. Staff health, safety and welfare at work are protected by law. The College has a duty to protect staff and to keep them informed about health and safety. Staff have a responsibility to look after themselves and others. If there is a problem, employees are expected to discuss it with their line-manager or with the College's Health and Safety Manager.



BRADFIELD COLLEGE

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