

GROUNDSPERSON & MINIBUS DRIVER**APPLICATION PROCESS**

Closing date for applications is 5pm Thursday 26th March 2026.

Applications should be sent to:

Mrs Alexa Yeoman, Principal:

Email recruitment@blanchelande.sch.gg

Applications for this post should consist of:

- A letter of application stating how you believe you meet the criteria for this role.
- A completed application form.
- *Optional*: an up-to-date copy of your C.V.

We will assume that you are happy for us to take up references straight away, unless you state otherwise on your application form.

You may be asked for further information following shortlisting. You will be asked to provide proof of identity. Original qualification certificates may also be required at this stage (and certainly prior to confirmation of appointment).

After short listing, the selection process will then normally include:

- A tour of the College.
- Interview, including Safeguarding, with the Bursar and Estate Manager.

The Contract

The position of Groundsperson and Minibus Driver is full time, and remuneration will be in line with the States of Guernsey pay scale and will reflect the qualifications and experience of the successful candidate.

All Blanchelande staff are admitted to the contributory Guernsey Civil Service Pension Scheme.

Blanchelande College is committed to safeguarding and promoting the welfare of young people. The successful candidate will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check.

If you have any further questions or need any clarification, please contact the Principal's P.A., Mrs Tracy Feehan.

Tel 01481 237200 Email feehant@blanchelande.sch.gg

JOB DESCRIPTION

GROUNDSPERSON & MINIBUS DRIVER

(full time; July 2026 or sooner)

Purpose of the role

Reporting to the Estate Manager and working as an integral part of the Estate Team, the Groundsperson & Minibus Driver will be responsible for maintaining the appearance and functional soundness of the school's grounds, including preparing the playing fields for sporting activities and driving the College minibus shuttle service each day.

Key responsibilities

These include but are not limited to the following:

- Ensure the grounds of the estate are maintained to an excellent standard on an ongoing basis and in accordance with all health and safety requirements, ensuring that the grounds are kept free from harmful insects and plant diseases.
- Ensure the roadways, pathways, walls, fields, lawns, gardens and playgrounds are maintained and kept tidy. This includes planting, mowing, weeding, fertilizing, watering, leaf clearance, hedge cutting, strimming and other duties as assigned.
- Ensure the benches and plant pots are maintained. This includes painting, planting and watering.
- Dispose of school rubbish and litter from the external areas of the school, during and at the end of the school day.
- Assist with snow removal if required.
- Assist with weekly fire alarm tests and termly drills in line with College policy
- Respond to call-outs in respect of fire alarms, police, etc.
- Assist the maintenance staff with other duties such as painting, general repairs etc.
- Setting up and assisting at school events, including occasional evenings and weekends.
- Transport Junior children to College in the minibus using the shuttle bus service each morning. *Support can be provided to gain D1 licence.*
- Traffic duties as and when required.
- To be fully supportive of the Catholic ethos and aims of Blanchelande College.
- Any other duties as assigned.

Flexibility

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Principal. The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary.



(For completion upon appointment:)

I hereby confirm acceptance of the above:

Name:

Signed:

Date: