



Apprentice Groundsperson

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	Under the general direction of the Head Groundsperson, the Apprentice Groundsperson will assist in day-to-day preparation, maintenance and upkeep of grounds and sports pitches to the highest possible standards.
Reporting: to:	Head Groundsperson
Main Duties and Responsibilities:	<ul style="list-style-type: none">• Hours of work – Monday to Friday 7.30am to 4.30pm with 1 hour for lunch and morning and afternoon break of 15 minutes each• Undertake Level 2 Sports Turf Operative qualification through supported distant learning and on the job training and assessment• Undertaking the routine grounds preparation, maintenance, and upkeep of all playing surfaces, both grass and artificial, as directed by the Head Groundsperson.• Involved in the preparation, to the highest standard of the Sports Field pitches.• Creating, marking out and setting up playing surfaces.• Maintaining lawns and landscape areas.• Maintaining an awareness of the Health and Safety Regulations in your areas of responsibility.• Carrying out safe working practices at all times.• Machinery, equipment, and vehicle operation in accordance with the manufacturers' instructions and Health and Safety regulations.• Informing the Head Groundsperson of any breakdowns or defects to equipment or machinery.• Maintaining the cleanliness of the school grounds and work areas.• Supporting the efficient use of resources.• Assisting on occasions with traffic management, gate supervision, the control of car parking and the smooth running of major events for school and lettings.• Assisting with the movement of equipment and materials, their installation around the school, and carrying out any



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Main Duties and Responsibilities continued:	<p>tasks deemed necessary to the smooth running of the school.</p> <ul style="list-style-type: none"> • Work at either the main school or Sports Field sites. • Carrying out such other similar and related duties as may be required by Head Groundsperson, Groundsperson or senior staff. • To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.
Safeguarding responsibilities	<p>St Benedict's is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.</p> <p>Promote and safeguard the welfare of children and young persons with whom you come into contact.</p>

Person Specification			
	Essential <i>These are qualities without which the applicant could not be appointed.</i>	Desirable <i>These are extra qualities which can be used to choose between applicants who meet all the essential criteria.</i>	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Must be able to demonstrate literacy and numeracy skills. • Genuine interest in sports ground maintenance • Have a confirmed place on an approved Grounds maintenance course (to be arranged on application). 	Driving Licence	<p><i>Production of the applicant's certificates.</i></p> <p><i>Discussion at interview.</i></p> <p><i>Independent verification of qualifications.</i></p>



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<p>Experience:</p>			<p><i>Contents of the application form.</i></p> <p><i>Interview.</i></p> <p><i>Professional references.</i></p>
<p>Skills</p>		<p>Problem Solving – Willingness to learn how to think on your feet and solve problems.</p>	<p><i>Contents of the application form.</i></p> <p><i>Interview.</i></p> <p><i>Professional references.</i></p>
<p>Knowledge</p>			<p><i>Contents of the Application Form.</i></p> <p><i>Interview.</i></p> <p><i>Professional references.</i></p>
<p>Personal competencies, qualities, attitude and behaviours</p>	<ul style="list-style-type: none"> • Professionalism - reliability, eager to learn, able to work independently and as part of a team. • Good communication and interpersonal skills. • Polite and helpful. • Highly motivated and ambitious • Reliable and enthusiastic • A desire to achieve the highest standards • Always adhere to Health and Safety guidelines 	<p>Adaptability - willing to learn new skills and adapt to changing practices.</p>	<p><i>Contents of the Application Form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p>



FURTHER INFORMATION

All of our staff benefit from a competitive remuneration package, including:

- 35 days holiday (for full-year posts, pro rata for part-time or fixed-term positions) to be taken during periods agreed with your line manager and meeting the needs of the department
- Discounted school fees for permanent staff
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Onsite parking

CONDITIONS OF SERVICE

This position is offered as a full-time, full-year fixed-term contract for the duration of Apprenticeship Course (2 years).

As part of the apprenticeship, you will be required to register with KEITS and complete the course, which the college has anticipated will take approximately 20 months. On the completion of the course, you will receive an intermediate qualification as a Level 2 Sports Turf Operative. Failure to meet the course requirements will result in the termination of the apprenticeship and employment with St Benedict's School. Subject to a suitable vacancy existing on the completion of your apprenticeship, you may then be considered for a permanent position at St Benedict's School.

The Apprentice Groundsperson will work 5 days per week Monday to Friday with the occasional Saturday. The hours are 40 hours per week with a 1hr unpaid lunch break. There will be an occasional requirement for flexibility with the start and finishing times to meet the needs of the department or for school events throughout the year. Where additional hours are required, you will be given time off in lieu, and in exceptional circumstances, a claim for overtime must be approved in advance and will then be paid on submission of an authorised timesheet. Any changes to your working hours will be mutually agreed in advance with your line manager.