

## **Apprentice Groundsperson (Fixed-Term Contract) Grounds**

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1460 pupils and 116 boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

We are seeking to appoint a full-time Apprentice Groundsperson to join our Grounds Team. Under the general direction of the Head Groundsman, the apprentice will assist in day-to-day preparation, maintenance and upkeep of grounds and sports pitches to the highest possible standards.

Apprentices will also be expected to undertake all relevant training and keep up with studying schedules as set by tutors.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Undertake Level 2 Sports Turf Groundsmanship 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 Groundsman.
- Involved in the preparation, to first class county standard, of North Field cricket pitch and grass cricket nets.
- Creating, marking out and setting up playing surfaces.
- Maintaining lawns and landscape areas.
- Assisting with the maintenance of livestock.
- 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 when supervised by senior ground staff or Head Groundsman and in accordance with the manufacturers' instructions and Health and Safety regulations.

- Informing the Head Groundsman 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, the control of car parking and the smooth running of major events.
- Assisting with the movement of equipment and materials, their installation around the School, and carrying out any tasks deemed necessary to the smooth running of the School.
- Carrying out such other similar and related duties as may be required by the Headmaster, Second Master or Estates Manager.

### **PERSONAL RESPONSIBILITIES**

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.

The Whitgift Foundation 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.

### **PERFORMANCE STANDARDS**

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**PERSON SPECIFICATION:**

**GENERAL:**

- Be highly motivated and ambitious
- Be reliable, enthusiastic and able to work unsupervised
- Be good humoured and desiring to achieve the highest standards
- Work independently but also as part of a team
- Be flexible and willing to work overtime when required
- Always adhere to Health and Safety guidelines
- Have a confirmed place on an approved Grounds maintenance course (to be arranged on application).
- **QUALIFICATIONS/REQUIREMENTS:**
- Genuine interest in sports ground maintenance.
- Driving Licence desirable.

## FURTHER INFORMATION

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

- 25 days' holiday per year to be taken during school closure periods, pro rata for part-time or fixed-term positions
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Discounted school fees for permanent staff working at, or for, the Foundation Schools
- Discounted off-peak membership at our onsite gym, Nuffield Health
- Membership of the Simply Health Cash Plan Scheme, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24 hour advice line for all staff
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Season ticket loan
- Onsite parking
- Lunch is available onsite during term time

## CONDITIONS OF SERVICE

This position is offered as a fixed-term contract.

The Apprentice Groundsperson will work 5 days per week, full year. The hours are 8.00am to 4.30pm (40 hours per week) with a 30 minute unpaid lunch break. There will be an occasional requirement for flexibility with start and finishing times to meet the needs of the department or for school events throughout the year. Any changes will be agreed with your line manager and mutually agreed in advance.

The salary for this post will be the National Minimum Wage or the National Living Wage for candidates who are over 25 years old.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit [www.whitgift.co.uk/vacancies](http://www.whitgift.co.uk/vacancies). For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at [SchoolHR@whitgift.co.uk](mailto:SchoolHR@whitgift.co.uk).

Applications will be reviewed on a daily basis and we invite interested candidates to apply as soon as possible.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

***Whitgift School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo safeguarding and child protection screening including checks with past employers and the Disclosure & Barring Service.***