



Shrewsbury School

## ***JOB DESCRIPTION and PERSON SPECIFICATION***

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### **APPRENTICESHIP**

*(Grounds Department)*

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<b>Section:</b>	Grounds Department	<b>Salary Range:</b>	In accordance with National Minimum Wage for apprenticeships
<b>Responsible to:</b>	Grounds Manager	<b>Hours of Work:</b>	39 hours per week
<b>Status of position:</b>	Temporary for approximately 20 months		

## **I. INTRODUCTION**

Shrewsbury School is an independent Boarding School, committed to the highest standards of education. Its vision is to be the best independent boarding school north of the Thames Valley, and to be comparable with the best in the United Kingdom in terms of breadth, depth and quality of achievement.

The School is a registered charity with a number of wholly owned trading companies. The School is governed by a Governing Body, which has approximately 19 members. The Governing Body and its Committees meet once a term. On occasions there are ad hoc committees to oversee the planning and execution of particular projects.

The Bursar is responsible to the Headmaster and the Governing Body for the overall financial management of the School and its resources in order that the School's objectives can be met. The School has approximately 420 employees and an annual turnover of over £23 million. The Bursar is supported by a Heads of Department team, which includes the Financial Controller Head of Human Resources, Head of Estates, Director of IT and the General Services Manager.

Further details of the School can be found on the website ([www.shrewsbury.org.uk](http://www.shrewsbury.org.uk)).

## **Grounds Department**

The School grounds are managed by the Grounds Manager and his team and cover an area of over 100 acres, much of which is sports turf and sports facilities. Many different sports are played throughout the year to a high standard. The Grounds Department is responsible for the setting up, maintenance and renovation of all these areas and the turnaround from one sport to another throughout the year

## **2. QUALIFICATION AND EXPERIENCE**

The successful person will be working as part of an established team to ensure that the grounds and sports facilities around the school are maintained to a very high standard. You will learn how to prepare, maintain and renovate playing surfaces for Rugby, Football, Cricket and other field events.

This apprenticeship is suitable for someone who is happy to work out doors in all weathers and working as part of an established team. You will ideally have an interest in sports turf surfaces and be prepared to work hard. You will have good GCSE grades and be able to demonstrate sound literacy and numeracy skills.

The successful applicant will be studying an NVQ in Sports Turf provided in the workplace through Myerscough College where you will work towards an intermediate apprenticeship in Horticultural – Sports turf - Groundsmanship. Salary is based on the Apprenticeship National Minimum Wage.

## **3. MAIN PURPOSE OF ROLE**

The Apprentice will play a contributing role in the success of Shrewsbury School by helping to produce sports surfaces of the highest quality and by preserving and enhancing the visual amenity of the school Site.

## **4. LEVEL OF POSITION**

The Post holder will report directly to the Grounds Manager who is responsible for day-to-day Line Management including annual reviews, training and development and health and safety.

## **5. DUTIES AND RESPONSIBILITIES**

*These are illustrative duties. Shrewsbury School reserves the right to alter the content of this job description, after consultation, to reflect any changing demands of the school, which are consistent with the level of responsibility of this role.*

### **GROUND**

#### **1) Sports Surfaces:**

- The maintenance of all sports surfaces (cricket, football and rugby) to the highest possible standard for both playing and durability.
- The maintenance of artificial surfaces (tennis, hockey, football and cricket).

2) Amenity:

- Contribute to the visual amenity of the school site.

3) Health and Safety:

- To work in accordance with the Health & Safety at Work Act to ensure safe systems of work.

4) General:

- To undertake such other duties which are reasonably required and which are consistent with the general level of responsibility of this role.
- The position holder will present a positive image of Shrewsbury School at all times, as well as maintaining effective relationships with colleagues and external people.
- To maintain personal and professional development to meet the changing demands of the School/job, and participate in relevant training activities.
- To undertake personal health and safety duties as detailed in the Health and Safety policy.

## 6. TERMS AND CONDITIONS

- ❖ **Salary:** The salary will be based on the National Minimum Wage for apprenticeships.
- ❖ **Hours:** The position is full-time, 39 hours per week, working during term-time and during school holidays. Normal working days are Monday to Thursday, 8.00am to 5.00 pm and from 8.00am to 4.00pm on a Friday with 1 hour for lunch, however, the successful person will be expected to be flexible to meet the needs of the School.
- ❖ **Holidays:** Shrewsbury School's annual leave year runs from 1 April to 31 March and a full year's entitlement is 28 days per annum, plus statutory bank holidays. New members of staff will receive a pro-rata entitlement in this leave year as employment will commence part way through the year.
- ❖ **Pension:** All support employees will be eligible to join Shrewsbury School's Pension Scheme (employee contributions up to 5%, employer up to 7.5%) subject to auto-enrolment Regulations.
- ❖ **Sickness Leave:** You will automatically join the contractual sickness scheme after the first six months of employment. In the event of sickness, you will receive 6 weeks at full pay and 6 weeks at half pay and thereafter Statutory Sick Pay.
- ❖ **DBS Certificate:** You will be expected to have an up-to-date DBS Certificate and we shall request one upon appointment and every 3 years thereafter.
  - You will be able to enjoy the benefit of a free school lunch at Kingsland Hall when the kitchens are in operation.
  - All employees are automatically covered by Shrewsbury School's Death-In-Service Insurance Benefit (2 x salary).
  - You may be able to use the school sports facilities, when not otherwise in use.



## Person Specification

# APPRENTICESHIP - GROUNDS

*A = Application form, D = Documents, I = Interview, P = Presentation, T = Test/Exercise*

Description	Essential	Desirable	Method used
<b>Qualifications:</b>			
A good standard of Education. <i>(Please note that candidates with any qualification at Level 4 or above will not be consider for this apprenticeship)</i>	✓		A/D
Must be willing to undertake an NVQ qualification in Horticultural/Sports Turf	✓		A/D
Driving Licence would be a distinct advantage		✓	A/D
Willingness to gain a First Aid at Work qualification	✓		A/D
<b>Work Experience:</b>			
Familiar with using grounds maintenance/gardening equipment and/or power hand tools		✓	A/D/I
Experience of working in a similar role would be an advantage		✓	A/D/I
A proven interest in grounds maintenance	✓		A/D/I
Some experience in grounds work		✓	A/D/I
Committed to maintaining a safe and secure working environment	✓		A/D/I
<b>Personal Attributes:</b>			
The ability to be an effective team player but to be self-motivated and at times work independently	✓		I / D
Highly organised and delivery focused	✓		I / D
Be reliable, effective and efficient and take ownership	✓		I
A flexible approach to work is essential including a willingness to occasionally work outside normal working hours	✓		I / D
Displays a positive, empathetic, polite and friendly manner	✓		I

	<b>Specialist Knowledge:</b>			
	Understands the importance of Health & Safety at Work Regulations.	✓		I / D
	Knowledgeable of the Manual Handling Regulations.		✓	I / D
	<b>Other / Special Working conditions:</b>			
	Able to work outdoors in all weather conditions	✓		I
	Ability to cope with physically demanding work	✓		I