



# SHERBORNE SCHOOLS GROUP

Sherborne Schools Group (SSG) is a dynamic family of schools offering an exceptional education for girls and boys aged 3–19, across both day and boarding provision. Formed in 2024 through the merger of Sherborne Girls and Sherborne Boys, the Group now comprises Sherborne Girls, Sherborne Boys, Sherborne Prep, Hanford Prep, Sherborne International, and a number of trading companies. Together, these schools provide a rich and cohesive educational journey within the beautiful town of Sherborne and surrounding Dorset countryside.

Each school retains its distinctive identity, traditions, and community spirit, while also benefiting from the opportunities and resources of being part of a larger group. Today, SSG educates 1,280 pupils in the UK, supported by a dedicated team of staff. Our international reach continues to expand through Sherborne Schools Worldwide, with six schools established across Qatar and Jeddah, and a new school opening in Riyadh in 2026.

At the heart of SSG lies *The Sherborne Difference*: our commitment to transformative education that blends academic excellence with character development, wellbeing, and innovation. Through this, we prepare our pupils not only to succeed, but to lead, inspire, and make a positive impact in an ever-changing world.

**Sherborne Boys** is a full-boarding and day school for boys aged 13–18. Combining over 500 years of heritage with modern excellence, the school cultivates confident and compassionate young men. Pupils follow a broad curriculum including GCSEs, A Levels, and BTECs, supported by an extensive co-curricular programme.

## **JOB DESCRIPTION**

### **Sherborne Schools Group Recruitment and Selection Policy Statement**

Sherborne Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

## **APPRENTICE GARDENER**

### ***Principal Role***

Sherborne Schools Group is seeking an Apprentice Gardener who will be responsible for the day-to-day upkeep of the SSG Estate's gardens. While their primary place of work will be Sherborne Boys, the postholder will also be expected to contribute to and support initiatives across the wider Sherborne Schools Group. From time to time, they may be required to work at other schools or sites within the Group to meet the needs of the business.

**Primary Location:** Sherborne Boys

You may be required to work at other schools or sites within the Group to meet the needs of the business.

**Reporting to:** Head Gardener

**Hours of Work:** 40 hours per week – 08:00 – 16:30 - Monday to Friday.

This will include one day per week off the job training, based on site and provided by KEITS.

(30-minute unpaid lunch break to be taken between 12.30 and 2.00 as agreed to ensure cover is provided to other areas of the Estates function). Flexibility in hours may be required to meet the demands of the post. Attendance will be required to provide cover for various events throughout the year.

**Status:** Fixed-Term up to 24 months or until the qualification has been achieved, whichever is the earlier.

***Summary of main duties:***

The overall objective is to ensure that all open spaces and other elements of Sherborne Group Estate are at all times maintained to a very high standard and presented in a clean, tidy, and safe condition commensurate with the status of the School. To enable the proper functioning of the School and all its activities whilst representing and contributing to fulfilling its importance to the town of Sherborne.

The Apprentice Gardener will report to the Head Gardener and duties will be as directed by the Head Gardener, but will consist of day-to-day upkeep of the Estate's gardens and ensure that these continue to meet the standards required to fulfil the overall objective.

- Maintain and enhance all garden areas of the Estate.
- Ensure that the gardens are maintained in accordance with the Landscape Maintenance and Management Specification.
- Seasonal maintenance to include lawn areas, shrubs, borders, planters, hanging baskets, hedges, trees and weed control.
- Work in a safe, secure, and compliant environment whilst fulfilling health and safety obligations, including appropriate use of PPE.
- Ensure all garden machinery used has been properly serviced, maintained and is safe to use, reporting any defects to the Head Gardener.
- Work collaboratively with the rest of the Estates and Grounds Team to ensure that the Estate gardens are always presented to a very high standard.
- Undertake any other duties required by the Head Gardener or Head of Estates and Facilities Management within the scope of the post.

***Purpose of the post:***

To work as part of the Estates Team covering the Schools Estate and be flexible to move between properties as the workload demands.

***Key Responsibilities and Tasks:***

- All aspects of horticulture and garden management i.e. lawn management, hedge cutting, planting, pruning, feeding, and weeding
- Maintaining, restocking, and tending formal gardens
- Maintaining the stream
- Use and maintenance of hand tools and light machinery after thorough instruction.
- Ensuring work areas are kept clean, tidy, and secure at all times.
- To ensure all tasks are carried out in a safe, competent and professional manner, observing and complying with all current health and safety regulations to ensure safety of students, staff, members of the public, and one’s self is safeguarded at all times.
- Conduct yourself with professionalism, tact, and diplomacy at all times as a representative of the Sherborne Group
- Have a pragmatic approach and the ability to adapt to carry out any other maintenance tasks within your competence that may be required.
- The ability to work effectively with other members of the wider Estates Team and customers to carry out work as directed.
- Ability to work alone without supervision.
- Undertake other duties as required.
- Attend any College based training including one day a week in term time.
- Timely completion of all portfolio work required of the apprenticeship programme, including 20% off the job training.

***Other responsibilities***

- Undertake any other reasonable duties as required by the Head Gardener, including providing support across Sherborne Schools Group schools as necessary.
- Contribute to the wider life of the Group, including events, initiatives, or projects that enhance collaboration between schools.
- Be flexible in place of work, and undertake duties at other Group schools or sites where required, in order to meet operational or strategic needs.
- Promote and uphold the values and ethos of Sherborne Schools Group in all professional activities, ensuring consistency across the community.

**Duties - this is not intended to be a comprehensive list of the tasks that will be covered and other tasks will be undertaken at the direction of the Head Gardener.**

<b><i>Person Specification</i></b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Good standard of GCSE’s grades 4-9 / A*-C (or equivalent) inclusive of English and maths</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work on your own as well as within a team environment.</li> <li>• Confident, personable, and strong communications skills.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills.</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Physically fit.</li> <li>• Interest in horticulture or land-based skills.</li> <li>• Interest in gardening</li> <li>• Ability to meet deadlines and prioritise workload.</li> <li>• Willingness to undertake practical land-based operations.</li> <li>• Ability to work at heights.</li> <li>• Enjoy working outdoors.</li> <li>• Able to work independently and as part of a team.</li> <li>• Good time management skills.</li> <li>• Be prepared to undertake any necessary training.</li> <li>• Enthusiasm</li> <li>• Positive work ethic</li> </ul>	

**Training Requirement for the Apprentice Gardener – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School.**

<b>Training</b>	<b>To be completed by</b>	<b>Frequency of training</b>
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Marshal	Within the first week of employment	As required
Fire Awareness	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required
Working at Heights	Within the first week of employment	As required

Asbestos Awareness training	Within the first week of employment	As required
Emergency First Aid at Work Training	Within the first term of employment	As required

**Salary:** £15,704.00 per annum (£7.55 per hour) paid monthly in arrears direct into nominated bank account. This is above the National Apprenticeship rate of pay for apprentices if they are either aged under 19 or aged 19 or over and in the first year of their apprenticeship. Apprentices are entitled to the National Minimum (NMW) or National Living Wage (NLW) for their age if they are aged 19 or over and once they have completed the first year of their apprenticeship. More information is also available on the government web site [www.gov.uk](http://www.gov.uk)

**Holidays:** 5 weeks holiday per year + Bank Holidays. Attendance will be required on Bank Holidays that fall during term time, for which time off in lieu will be given. Holiday only to be taken following prior authorisation from the Head Gardener taking into account busy periods.

**Pension:** The postholder will be able to join the Schools Pension Scheme. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).

**Probationary Period:** In accordance with School policy, all appointments are subject to a six-month probationary period.

**Medical Self Declaration:** The offer of appointment at Sherborne Schools Group will be conditional upon the provision of a self-declaration of your physical and mental fitness to discharge the responsibilities of the role.

**DBS Disclosure (Police Check)/ References:** As Sherborne Schools Group is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

**Postholder's Responsibility:** You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

## Benefits

- Generous School Sick Pay scheme
- Reduced membership a designated Sports Centre
- Membership of the School library
- Free onsite parking (subject to availability)
- Lunchtime meal, during School term time for staff working a full day
- Employee Assistance Programme offering free counselling / legal / medical support

We are proud to offer a thoughtful package of employee benefits designed to support your wellbeing, both in and out of work. While we aim to maintain these benefits, they are not contractual and may be reviewed and updated from time to time to reflect the evolving needs of our people and our Group.

### ***Method of Application:***

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date.

Alternatively, please download and complete the Sherborne Boys School Application Form (Word document) available at <https://www.sherborne.org/about-sherborne/job-vacancies> and return it to [hr@sherborne.org](mailto:hr@sherborne.org) - *please do not send in a curriculum vitae as we are unable to use them when short listing*

In the event of any queries please contact: **Miss Emily Old, Recruitment Manager**  
**Human Resources**  
**Sherborne School**  
**Tel: 01935 810502**  
**Email: [hr@sherborne.org](mailto:hr@sherborne.org)**

**Closing date for applications:** 9.30am – Thursday 27 November 2025

**Interviews likely to take place:** Friday 5 December 2025

**PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE  
UNABLE TO ATTEND INTERVIEW DURING THIS TIME**

**Anticipated start date:** ASAP