

WORK WITH US AT FRAMLINGHAM COLLEGE

# Recruitment Pack



## Grounds Apprentice

Employment Status	Full Time • Fixed Term
Employment Location	Framlingham College Prep School
Closing Date for Applications	Applications are reviewed upon receipt, you are therefore advised to apply at your earliest convenience
Interviews Week Commencing	As applications are received

### IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

[framlinghamcollege.co.uk/employment](https://framlinghamcollege.co.uk/employment)

Framlingham  
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



## Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Grounds Apprentice at Framlingham College.

Framlingham College is a co-educational boarding and day school which comprises the Prep School, in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

Our busy grounds team require an apprentice who is keen to learn new skills, willing and ready to undertake this exciting opportunity to join us at Framlingham College. Assisting with maintaining the spectacular estate of Framlingham College, tasks will include learning how to operate modern grounds machinery, assisting in the preparation of our outstanding sports pitches and carrying out general tasks to maintain the high standard appearance of both school sites.

You will be working towards the Sports Turf Operative Level 2 apprenticeship standard.

The role will involve working 40 hours per week, to be worked as per the department needs, plus any study days as the course dictates. Working hours are between 7:30am and 4:30pm Monday to Friday. This will be a fixed term contract for the duration of the apprenticeship.

The annual salary for the first year of the apprenticeship will be based on an hourly rate of £6.83, and into the second year the salary will be based on the statutory apprenticeship rate, which is age dependent.

Applications will be reviewed on receipt, you are therefore advised to apply at your earliest convenience.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made. We welcome all applications especially from independent thinkers, creative minds and inspirational people and very much look forward to receiving your application.

Louise North  
**PRINCIPAL, FRAMLINGHAM COLLEGE**



## How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted in addition to the application form in order to supply additional background information.

Applications will be reviewed upon receipt, you are therefore advised to apply at your earliest convenience.

You will be notified of an exact interview date if you are shortlisted for interview.

Please send your cover letter and completed application form to: The HR Department, **Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY.** You can also email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

### References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

# Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

# Job Information

## Reports To

Head of Grounds

## Job Location

Framlingham College Prep & Senior School

# Job Description

## JOB PURPOSE

To assist in the general maintenance of grounds and gardens at Framlingham College Senior and Prep School.

## KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder could be expected to work at Framlingham Senior as well as Prep School as necessary.

- Learning to operate all grass cutting and grounds maintenance machinery and hand tools.
- To gain knowledge of equipment maintenance, service schedules as well as the ability to carry out minor repairs to equipment if required.
- Learn to prepare and assist in maintaining sports pitches including rugby, cricket, hockey, tennis, rounders, athletics and cross country.
- Specific match preparation of cricket squares and pitches, and end of season renovation.
- Marking out sports pitches and understanding field markings. Erection of sports goals.
- Maintenance of Artificial Pitches including erection of tennis nets and hockey goals, clearing litter and general presentation in and around the pitches.
- Support for the preparation, ongoing maintenance and clearance of the Framlingham Tennis Tournament.
- Maintain appearance around all school buildings so that a tidy and professional image is always displayed.
- Assisting with general grounds maintenance to include strimming, hedge cutting, sweeping and leaf clearing.
- Maintenance of external woodwork including sheds, fences, roads and paths.
- Provide support to other support staff team members in completing general tasks, including manual handling and non-skilled grounds work i.e. moving furniture and equipment, maintaining the appearance of the site, and car parking duties.
- Complete small construction tasks and minor repairs as directed by the line manager.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.



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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. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

# Person Specification

E = Essential • D = Desirable

## QUALIFICATIONS

Minimum of 4 GCSEs at Grade C or above or equivalent	E
Educated to A Level or equivalent	D

## PROFESSIONAL COMPETENCIES & SKILLS

Ability to multi-task	E
Ability to use initiative	E
Working knowledge of Microsoft Word, Excel & Outlook	E
Strong communication skills	E
A high level of IT Literacy	D

## PROFESSIONAL EXPERIENCE

Experience gained working in the industry	D
Experience gained working in a school environment	D

## PERSONAL ATTRIBUTES

Flexibility and adaptability	E
Polite and helpful attitude	E
Strong work ethic and willingness to develop new skills	E
Self-motivated with a positive 'can do' attitude	E
High level of confidentiality, discretion and tact	E

# Person Specification

E = Essential • D = Desirable

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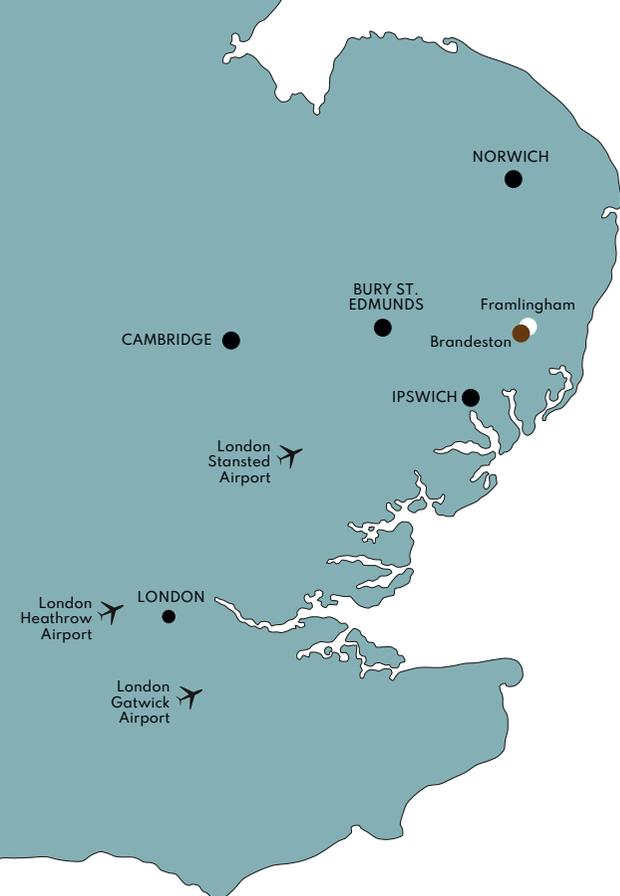
Ability to prioritise tasks and organise time effectively	E
Ability to work under pressure	E
Calm, approachable and adaptable	E

## SAFEGUARDING CHILDREN

Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	D

## VALUES

Passion and belief in the transformational benefits of the College's aims and vision	E
A clear commitment to delivering best practice in safeguarding	E
Values and promotes diversity and inclusion	E



## Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

## About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.