

SEVENOAKS SCHOOL

APPRENTICE GROUNDSPERSON





THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 pupils from the age of 11 to 18.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equity, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

Further information about the school can be found at: www.sevenoaksschool.org.

THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes

several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.

THE ROLE

This role is to assist with the maintenance and development of the grounds (and to a lesser extent the gardens) on all school sites.

APPRENTICESHIP

We will provide a sports turf operative apprenticeship to give the post holder the expertise needed. This will be an 18 month Level 2 apprenticeship in grounds maintenance, college is attended on an ad hoc basis depending on how the coursework is going.

This is a 24 month fixed term contract for the duration of the apprenticeship. Following successful completion of the apprenticeship, and with satisfactory performance, this role may be



made permanent.

REPORTING TO

This role reports to the Head of Grounds.

MAIN DUTIES AND RESPONSIBILITIES

Please note this is a non-exhaustive list and serves to indicate the type of roles that the successful candidate would be required to undertake:

- To carry out a wide range of sports turf and artificial surface maintenance tasks to industry standards and in a professional manner.
- Maintain the playing surfaces in a suitable condition for the particular sport in season at that time (including setting out and marking pitches).
- Sweep and maintain synthetic pitches.
- Prepare and maintain cricket squares.
- To assist with snow clearing.
- To communicate on a regular basis with the Head of Grounds, keeping them fully aware of any issues arising on a day-to-day basis.
- To adhere to Health & Safety requirements, follow risk assessments and maintain appropriate records.
- To complete all course work and assessments set by your apprenticeship assessor in the allocated time frame.
- To work alongside the gardens department as appropriate.
- To undertake any other duties as requested by the Head of Grounds.

PERSON SPECIFICATION

ESSENTIAL

- Exceptional time keeping and attendance.
- Good organisational skills along with a can-do attitude.
- Excellent interpersonal skills with the ability to communicate effectively.
- Hardworking and dependable with a professional approach to work.
- Reliable, honest and trustworthy.
- Full driving licence
- Willingness to work outdoors and in all weathers.

NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

HOURS

This role is a fixed term contract for 2 years from the start of college enrolment. The basic hours are Monday to Friday, 08:00-16:00, 40 hours per week, all year round, although flexibility in these working hours will be required to meet the demands of the role during peak times. Minimal Saturday working will be required. During the



summer term the hours are 07:00-15:00.

SALARY

A salary of £20,707.50 per annum in line with the appropriate apprenticeship rate is available for this post.

BENEFITS

- Holiday entitlement of 27 days per annum (excluding bank holidays)
- School lunch
- Free parking (subject to availability)
- Membership of the school's defined contribution pension scheme is available
- Cycle to work scheme
- Membership of the school's fitness centre
- Employee Assistance Programme
- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Sevenoaks School Savers voluntary benefit scheme
- Fee remission policy (terms apply)

CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their

concerns to the Deputy Head (Pastoral).

OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

APPLICATION

If you wish to be considered for this role, please upload an updated CV online at <https://www.sevenoaksschool.org/work-at-sevenoaks/>.

The closing date for applications is 25/08/2025 at 23:59.

CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.



Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.