



JOB TITLE:	Facilities Grounds Apprentice – Sports Turf
LOCATION:	Giggleswick School
RESPONSIBLE TO:	Head of Grounds
HOURS OF WORK:	8am to 4.30pm, Monday to Friday, 52-week contract Day release for College attendance
TYPICAL DURATION:	24 months
SALARY:	National Minimum Apprenticeship rate
ANNUAL LEAVE:	25 days holiday per annum

Giggleswick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the school's Safeguarding Policy and Procedures at all times.

JOB PURPOSE

As part of Giggleswick School's Facilities Department this role requires you to work under the direction and guidance of an experienced Head of Grounds, support the delivery of our Grounds and maintenance services whilst working towards a Level 2 in Sports Turf Apprenticeship and achieve the skills and experience to become a fully operational grounds person.

Main duties and responsibilities

Specific objectives and deliverables will be agreed as part of your annual performance and development review (PDR) process, the points below are a summary of your main duties and responsibilities.

1. To undertake modern apprenticeship training to learn the theory and practice of horticulture by instruction from trainers and qualified gardeners and other training courses as required.
2. To complete training assignments and maintain a student portfolio, which will be assessed each month by a trainer from college, leading to the award of an NVQ (level 2) in Amenity Horticulture.
3. To communicate effectively and courteously with academic staff, students and other members of staff and the public, promoting service excellence
4. To gain experience of maintain the campus landscape, for example, grass mowing, edging, litter picking, emptying bins, general pruning, sweeping, etc.
5. To gain skills and knowledge of horticultural operations such as the planting of trees, shrubs and other plants, turfing, grass and sowing, hedge cutting and specimen pruning.
6. To become conversant and skilled in the use of hand tools and pedestrian machines and appropriate powered hand tools which are used in the maintenance of horticultural features.
7. To gain knowledge and skills relating to the maintenance of sports pitches, including



football and rugby pitches, cricket wickets, bowling greens and tennis courts including synthetic grass surfaces.

8. To gain experience of arboriculture by assisting skilled arboriculture workers with the groundwork associated with tree pruning and felling operations.
9. To learn about floral decorations including planting and maintenance of bedding plant displays, hanging baskets, etc.
10. To learn to apply appropriate chemical control under supervision and understand the safe working procedure associated with such work.
11. To learn how to drive and become conversant in the operation of ride-on mowers, mini-tractors, and other similar machinery.
12. To undertake general constructional work including fencing, re-surfacing of footways and roads etc, and other work of a similar nature.
13. Complete any relevant course work and assignments.

Other

To participate in regular team meetings and personally contribute to the development and promotion of the School.

You will be expected to be fully conversant with and implement the School's range of equality and diversity and safeguarding policies and procedures, to ensure the health, safety and welfare of all pupils and staff.

To participate in the School's appraisal scheme and undergo further professional development in line with the needs of the School.

Any other duties commensurate with grade and status as may reasonably be requested.

General Responsibilities

Health & Safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to, Giggleswick School's Health and Safety policy.

Safeguarding

Giggleswick School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and always ensure compliance with the School's Safeguarding policies and procedures. If in the course of carrying out the duties, 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 Designated Safeguarding Lead (DSL) immediately.

School Values

Ensure your work, communication and approach conforms brand values and style of the School. You will need to be aware and comply with the Giggleswick school rules, policies and procedures at all times, as detailed in the handbook you will be provided with at induction.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from the Headmaster or Bursar to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Manager, Bursar and member of staff and will be reviewed annually.



ENTRY REQUIREMENTS (STUDENT)

- Must be aged 16 or over & have officially left school.
- Must be employed (NOT self employed) in the relevant occupational sector, working a minimum of 30 hours per week. It is the candidates responsibility to find an employer who will take them on & support them through the apprenticeship.
- Must have a minimum of 4 GCSE's at Grade D/3 or above including maths & English or a vocational qualification Level 1 plus GCSE grade D/3 or above in both maths & English. N.B. English & maths Functional Skills Level 1 will be accepted as an alternative to GCSE's (Certificates to be submitted at application). (All potential apprentices will be asked to complete an online functional skills assessment regardless of previous qualifications*).
- An individual can only undertake an apprenticeship at the same or lower level than a qualification they already hold, if this allows the individual to acquire substantive new skills and the content of the training is materially different from any prior training or a previous apprenticeship.
- Must have the right to work in England & spend at least 50% of their working hours in England over the duration of the apprenticeship.
- Must be a citizen of a country with in the European Economic Area (EEA) or have the right of abode in the UK AND have been ordinarily resident in the EEA for at least the previous 3 years on the first day of learning.
- If proof of your Level 1 or Level 2 Maths & English qualification (or equivalent) cannot be attained by the sign up visit, you will have to complete Maths & English as part of the apprenticeship.

*Typically potential apprentices would have a minimum of 5 GCSE's at grades 9 - 3 (A - D in the old grading system), including English, maths & science, or other equivalent vocational qualifications. Those who have achieved level 1 or who come out as 'working at Level 1' on the functional skills assessment we ask them to do, will have to work towards level 2.

Person specification		
	Essential	Desirable
Education & Qualifications		<ul style="list-style-type: none"> • Must have a minimum of 4 GCSE's at Grade D/3 or above including maths & English or a vocational qualification Level 1 plus GCSE grade D/3 or above in both maths & English. N.B. English & maths Functional Skills Level 1 will be accepted as an alternative to GCSE's
Values/Personal Qualities	<ul style="list-style-type: none"> • Clean smart appearance; • Good communication skills, diplomacy, and tact; • Sensitive to the concerns of others; • Drive, commitment and enthusiasm; 	<ul style="list-style-type: none"> • Excellent organisational skills; • Ability to work using own initiative and as part of a team.



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	<ul style="list-style-type: none"> Ability to maintain confidentiality and privacy of School and Estate matters. 	
Experience & Knowledge	<ul style="list-style-type: none"> An interest in Grounds Maintenance. 	<ul style="list-style-type: none"> Understanding of the care and maintenance Grounds.
Skills	<ul style="list-style-type: none"> Ability to work effectively as part of a team. 	

Equal Opportunities Employer

Giggleswick School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant’s job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Rachel Attack, Human Resources Manager, reatack@giggleswick.org.uk

Child Protection and Safeguarding Policy

Giggleswick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School’s Safeguarding Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.