



TONBRIDGE
SCHOOL

FROM SUPPORTING PASSIONS TO BUILDING CAREERS

TONBRIDGE ONLY CONNECT



Apprentice Grounds Person

Full time, all year round

Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected, both here and internationally, for providing a world class education.

Tonbridge School is situated on a campus of 150 acres in the town of Tonbridge in West Kent. The town is frequently ranked within the top 20 "best places to live" in the UK, based on the results of the annual Halifax quality of life study which looks at a range of factors including health, earnings, crime rates and life expectancy. The school is placed at the top of the High Street of the town and is surrounded by outstandingly beautiful Kent countryside.

At Tonbridge, our pupils are encouraged to be creative and intellectually curious; to approach new opportunities with confidence; and to learn to think for themselves while being mindful of the needs and views of others, and our staff are at the heart of our success.

We have developed a strong culture of community, collaboration and best practice, and all of our staff are encouraged to participate fully in the life of the school and to enjoy our beautiful grounds and facilities. In the words of the great novelist and Old Tonbridgian, E. M. Forster: 'Only Connect'.



JOB DESCRIPTION

Job Title	Apprentice Grounds Person
Reporting to	Head of Grounds
Main Purpose	To learn, develop and support the delivery of the ground's maintenance, services and processes. To assist the Ground's team in maintaining the sports turf and artificial surfaces.

MAIN DUTIES

- To carry out a wide range of sports turf and artificial surface maintenance tasks to industry standards and in a professional manner.
- To communicate on a regular basis with the Head Grounds Person and Heads 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 undertake any other duties as requested by the Head Grounds Person or Head of Grounds.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for who he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. 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 he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

SKILLS AND ABILITIES

- 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 is preferable but not essential.
- Willingness to work outdoors and in all weathers

QUALIFICATIONS

Candidates must have a minimum of 5 GCSE's at grades 3-9 (including Maths, English and Science) or other equivalent vocational qualifications.

HOURS OF WORK

39 hours per week, all year round. Some overtime is required and is compulsory.

This is a fixed term contract for 1 year, renewable on review, with the possibility of becoming full time on completion of the apprenticeship.

TRAINING

Training provider : to be confirmed
Sports Turf Operative Level 2 Qualification.

REMUNERATION AND BENEFITS

An annual salary of £19,266.00

Generous benefits package including:

- Annual leave of 20 days plus bank holidays (rising to 25 days after five years' service)
- Pension scheme
- Lunch provided free of charge during term time
- Subsidised Sports Centre membership (staff rates)

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

SUBMITTING AN APPLICATION

All CVs, applications and questions should be sent to hrdept@tonbridge-school.org.

Full details and an application pack may be found on Tonbridge School's website at:

tonbridge-school.co.uk/jobs

Closing date for applications: Thursday 30th June 2022 at 5pm.

Early applications are encouraged as suitably qualified candidates may be interviewed before the closing date.

The School reserves the right to withdraw the vacancy if an early appointment is made.

**TONBRIDGE
ONLY CONNECT**

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TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press