ST EDMUND'S COLLEGE & PREP SCHOOL

A CAREER AT ST EDMUND'S COLLEGE

Apprentice/Trainee Groundsperson

(Required as soon as possible)



Closing date for when applications are to be received: Midday, Wednesday 25th November 2026. For interviews to take place as soon as possible.

Suitable candidates may be interviewed when applications are received and we reserve the right to withdraw the position if an early appointment is made.

St Edmund's College, Old Hall Green, Ware, Hertfordshire, SG11 1DS
Telephone: 01920824335 Email: hr@stedmundscollege.org
www.stedmundscollege.org

Leading Independent Schools HMC

Education for the whole person: Intellectual, physical, emotional and spiritual

ST EDMUND'S COLLEGE
& PREP SCHOOL

Dear Colleague,

Thank you for expressing an interest in a position at St Edmund's College.

I hope that this brochure will give you a sense of what we are looking for, as well as a flavour of this wonderful school.

Half an hour from London, yet nestled in 450 acres of breathtakingly beautiful Hertfordshire countryside, St Edmund's is a lovely place to live and work. Founded in 1568, as a seminary, then a boys' school, it is the oldest continuously operating and oldest post-Reformation Catholic school in the country, yet we are a modern, forward-thinking, imaginative and lively school. We are proud of our academic standing, but grades are not our sole focus. At St Edmund's the spiritual, academic, pastoral and co-curricular are of equal value. These four elements combine to create an education that is second to none.

The true measure of our success is found in the qualities of the young people we send out in the world: excellent but never arrogant; ambitious but never selfish; robust but never uncaring and faith-filled but never intolerant.

We are a close-knit community which looks after its staff. People enjoy working here, and your dedication and loyalty will be matched by a competitive salary and generous benefits, commensurate with your experience and the seniority of the post.

If you would like to discuss the post informally at any stage, please feel free to get in touch.
In the meantime, we very much look forward to receiving your application.

With all best wishes,
Yours faithfully,



Matthew Mostyn,
Headmaster

ST EDMUND'S COLLEGE & PREP SCHOOL

Our Community





The College has an incredible sense of community among its staff which can be felt immediately. The fascination of our setting is lasting and the Good Schools Guide describes the College as: "A successful, flourishing, dependable school with real spiritual heart."

Our 400 acre site with its large leafy grounds, impressive playing fields and attractive school buildings offers modern facilities in a country setting, providing a safe and stimulating environment for young minds. With excellent transport links and only 30 minutes by train to central London stations, the College is 20 minutes' drive from junction 25 of the M25, immediately off theA10. Also within easy access is London Stansted airport, which is a 20-minute drive.

At St Edmund's we strive to:

- Provide a rounded education for the whole person – intellectual, physical, emotional and spiritual.
- Encourage students to demonstrate care and concern at home and in the wider community.
- Reflect the scholarship of St Edmund with a balanced and challenging curriculum for each individual.
- Show concern for all within the College community, demonstrate our collective commitment to be truly Christ-centred in all we do, and ensure that the students' experience of relationships within the College reflects the Gospel maxim, "Love thy neighbour as thy self".
- Build on our enriching Catholic heritage, making prayer, worship and liturgy a central part of our lives and our community.
- Create meaningful interaction between the College, home and the wider community and prepare our students to make their way in the world while making a difference to the world.

Following an inspection by the Independent Schools Inspectorate (ISI) in November 2023, we are proud to have received highly positive feedback on all aspects of our education.

Rooted in Christ and Catholic tradition and under the guidance of our patron, St Edmund, we aim to realise the God-given potential, in body, mind and spirit, of all members of our community through service and leadership.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
All applicants will be required to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

ST EDMUND'S COLLEGE & PREP SCHOOL

Our History



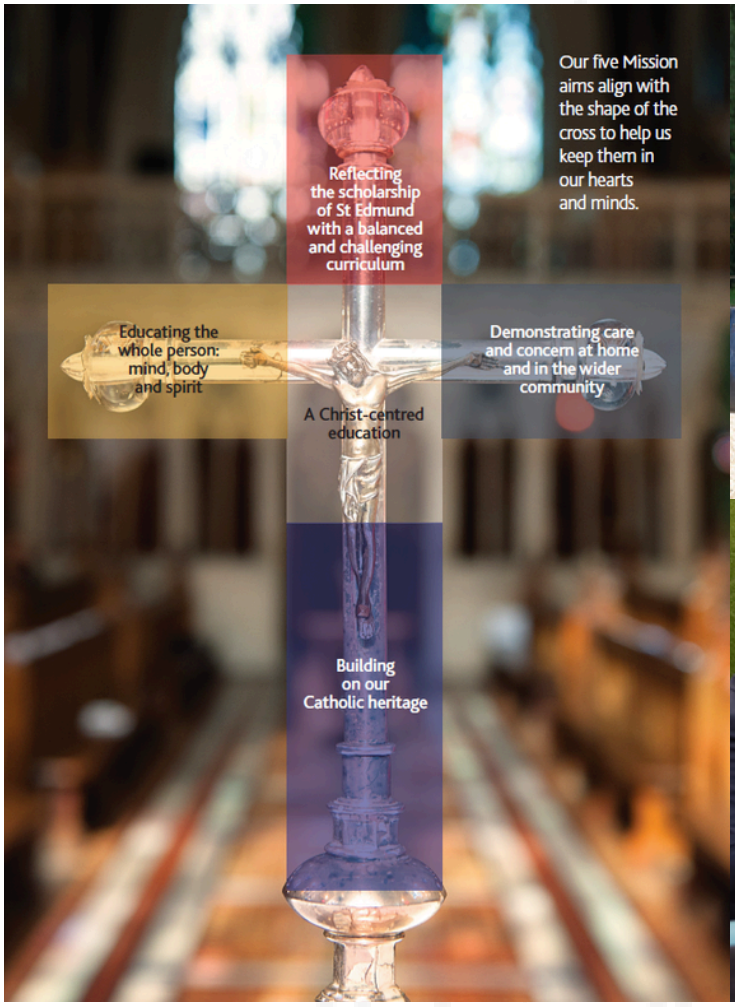
Founded in 1568,St Edmund's College is the oldest Catholic school in England, offering an all round co-education for students from 3 to 18. Our community values both academic excellence and the achievement of one's personal best, right through from our Prep school, to Sixth Form and beyond.

We are proud of our academic achievements at GCSE and A Level. Originally located in Douai, France as a seminary to train priests, the College also became a Catholic school for boys. During the French Revolution, it transferred to England and found its present home on the beautiful site of Old Hall Green in 1793.

In 1874 the junior boys were separated from the rest of the College into St Hugh's Preparatory School, which became St Edmund's Prep in 2010, and in 1974 girls from the adjacent Poles Convent were admitted to Rhetoric as the first stage towards co-education, which was accomplished by the closure of Poles in 1986.

ST EDMUND'S COLLEGE & PREP SCHOOL

Five Year Strategic Plan







The Governors' and Headmaster's aim is to raise our standards even further, with continued investment in staff, buildings and resources, and they have developed a Five Year Strategic Plan, which is inspired by the College's Five Mission Aims:

- Christ Centred Education
- Scholarship of St Edmund
- Education of the Whole Person
- Home and the Wider Community
- Catholic Heritage

ST EDMUND'S COLLEGE & PREP SCHOOL

What advantages do our staff enjoy?





There are many advantages enjoyed by most independent schools and their staff: a disciplined environment, the opportunity for teachers to express their passion for their subjects, good resources, smaller class sizes and greater professional freedom for all members of our staff community. Relationships between students and staff, both teaching and non-teaching, are extremely strong.

We hold professional development to be of the utmost importance, and have a generous training budget for that purpose, as well as an established appraisal system.

The College offers the following benefits:

- Excellent catering facilities including school lunches during term time when the kitchens are open, cakes and biscuits during break times in the staff common room and hot drinks machines.
- Use of the College sports facilities when not in use by students, including the gym.
- For children of staff:
  - Discretionary discount on College Fees, subject to completion of the admissions process.
  - After school club and breakfast club charged at cost.
  - Parties for children of staff including at Easter and Christmas.
- Free parking.
- Cycle to Work Scheme.
- Access to free counselling and health advice helplines.
- Death in Service policy membership and salary exchange scheme.
- Discretionary closure of the College between Christmas and New Year (in addition to annual leave).
- 25 days' annual leave (FTE), plus public holidays.
- Flexibility regarding start and finish times, for example 8:30 to 16:30;9:00 to 17:00.
- The opportunity to join in the delivery of co-curricular to our students, by negotiation.
- Lieu time is accrued when working beyond contractual hours. These hours can be taken off throughout the year, in addition to annual leave.
- Pension: Employee contribution 4%College contribution 8.5%.

ST EDMUND'S COLLEGE & PREP SCHOOL

Catholic, co-educational, day and boarding school for children aged 2-18

A Career at St Edmund's College

Apprentice/Trainee Groundsperson

Job Description

Reporting to:	Head of Grounds
Probationary Period:	6 Months
Hours:	This is a full-time post with the offer of funding for the successful candidate to work towards the Level 2 Sports Turf Operative qualification as an apprentice. Hours normally 8.00am – 4.30pm, which includes a 30-minute, unpaid lunch break. During term time, a free lunch is available in the Refectory. You may be required to work an occasional evening or part of a weekend on College events.
Summary:	The grounds of the college consist of 440 acres, comprising parkland, sports facilities and farmland, the Grounds Department are responsible for approximately 110 acres of this. Grounds near to the main buildings require regular maintenance.
Main Duties and Responsibilities:	• Maintaining the college grounds and sports facilities, to the highest standard. • Safe use and operation of machinery and equipment. • Maintenance of equipment and reporting faults. • Reporting accidents and incidents, to the Head of Grounds. • Attending organised training. • Grass cutting in all areas. • Garden clearance. • Occasional grounds projects. • Weed killing and treatment of grassed and hard areas. • Upkeep of plants in garden areas. • Fence maintenance and installation. • Path maintenance and installation. • Car park maintenance. • Conservation work and low-level tree surgery. • Sports pitch maintenance. • Sweep and maintain synthetic pitches. • Prepare and maintain cricket squares. • Precautionary salting and snow clearing. • preparing for College Sports Days and main events. • Undertaking other duties of an appropriate level and nature as and when requested by the Head of Grounds. • To work safely and operate within health & safety regulations at all times whilst complying with manual handling guidance. • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the College's code of conduct.
Safeguarding Responsibilities:	• Whilst not in a teaching role, as an Apprentice Groundsperson you will be working on a regular basis in a school in a role which gives opportunity for contact with children. As such, you will be in regulated activity and an enhanced DBS check

	(which includes children's barred list information) will be required in advance of appointment. • Safeguarding and promoting the welfare of children is everyone's responsibility. As with all College staff members, you will therefore be responsible for providing a safe environment in which children can learn.
Other	• Undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Bursar and any other member of the core SLT.
	St Edmund's College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: hr@stedmundscollege.org

The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

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Person Specification

	Essential	Desirable	Method of assessment
Qualifications			
Experience	• Capable of taking on a physically demanding role.		Contents of the application form Interview Professional references
Skills & Knowledge	• An Awareness of Child Protection (training will be given). • Basic awareness of health and safety (training will be given).	• A basic knowledge of sports pitch set up/layouts.	Contents of the application form Interview Professional references
Personal competencies qualities, attitude and behaviours	• Good verbal communication and interpersonal skills, able to relate to young people. • Able to work flexibly and independently. • Able to follow instructions accurately but make good judgments and lead when required. • Work in a team. • Keen to learn and develop own skills and take on any necessary training where required. • Commitment to the safeguarding and welfare of all pupils. • Self-Motivated.	• Keen interest in Horticulture, gardens and garden design. • Interest in sport pitch maintenance.	Contents of the application form Interview Professional references

	• Ability to carry out a physically demanding role. • Good time keeping and attendance. • Reliable, honest and trustworthy. • Adaptable and flexible		

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