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.