



PINEWOOD

Est. 1875

JOB DESCRIPTION

APPRENTICE GROUNDS OPERATIVE

Fixed Term Contract for the period of the Apprenticeship with a permanent position available on successful completion of the qualification.

Line Manager: Head of Grounds

Holiday Entitlement: 25 days paid holiday plus Bank Holidays when the School is not in operation.

Salary Scale: Dependent on age of apprentice as per government guidelines

Notice period: 2 months

Hours to be worked:

40 hours per week with a 30 minute unpaid lunch break each day.

4 days per week during Monday to Friday (all year round) on site at Pinewood School 7.30am – 3.30pm (to include a 30 minute unpaid break per day).

One day per week off the job training to complete Level 2 Horticulture & Landscape Operative Apprenticeship at either Wiltshire College or Abingdon College (depending on location preference).

Some additional hours may occasionally be required for School events at evenings and weekends. Notice will be provided in advance and time off in lieu will be given.

General description of job:

Under the direction of the Head of Grounds, and as part of the grounds team, to be responsible for the preparation, upkeep and maintenance of the sports pitches, gardens and other outdoor areas of the Pinewood estate to the highest of standards.

Main Tasks

- Assist in the maintenance of all School Grounds including sports pitches, woodland, gardens and hedges.
- Gain knowledge and understanding of this role through day release to attend college and on the job learning.
- Setting out of the sports pitches for matches.
- Clearance of sports pitches after matches.
- Mowing, preparation and treatment of the grass pitches, including the cricket square.
- Assist with the maintenance of the tarmac and artificial turf pitches.
- Assist with tree maintenance.
- Assist with the upkeep of the ornamental gardens.
- Operating machinery, equipment and vehicles in accordance with Health & Safety Regulations.
- Maintenance and minor repairs to machinery and equipment.
- Assisting with whole school events as directed by the Head of Grounds or Estates Manager including setting up and taking down marquees and moving furniture.
- Assist with keeping roads and paths clear and safe in severe weather conditions including clearing snow and ice.
- Assist with car parking for school events.
- Any other associated tasks as directed by the Head of Grounds.

Safeguarding of Children

- All staff are responsible for the safeguarding and wellbeing of children in line with the School's Safeguarding (Child Protection) Policy.

Essential competencies:

- Genuine interest in Grounds and Horticulture.
- Physically fit in order to meet the physical demands of the role. This is a genuine occupational requirement for this position.
- Willingness to work outside in all weathers.
- Keen to learn how to use grounds machinery (training will be provided as required).
- Practical outdoor skills.
- Willing to follow directions and to respect all school policies and procedures.
- Willing to adapt to changing work demands.
- Team player keen to work within the Estates Team and assist across the wider school team when required.
- Self-motivated and able to work both independently and within a team.
- Trustworthy, hardworking and enthusiastic.

- Reliable with a strong attendance record at School / College / previous place of work.
- Understanding of the importance of Health & Safety within the workplace.

Qualifications:

- GCSE Maths and English (2 or above) or a willingness to complete these alongside the Apprenticeship at College.
- Ideally 4 or more GCSEs.
- Must be able to pass initial assessments in Maths and English at college if GCSE level 4 is not already achieved.

Employee Benefits include:

- Support Staff Pension Scheme.
- Staff Well-Being programmes and Online GP Services.
- Free lunch provided (during term-time as available to the pupils).
- Free coffee, tea and snacks during the working day during term-time.
- Free car parking on site.
- Employee Assistance Programme providing free advice and support to all employees on a wide range of issues.

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