



## **Apprentice Grounds Assistant**

### **Information for Applicants**

## APPRENTICE GROUNDS ASSISTANT

Summer Fields is a boarding and day school for approximately 320 boys aged 4 to 13 years. The school is situated in Summertown, two miles north of the centre of Oxford and has 70 acres of superb grounds. Summer Fields has always held a strong academic tradition and each year boys pass Common Entrance and regularly win major scholarships to the top Public Schools in the country.

The school's motto is "a healthy mind in a healthy body" and as such sport and the grounds facilities are important to the life and success of the school. The school is well resourced and concentrates on football, rugby and cricket for a term each but in addition, there are many minor sports available, including the use of the school's golf course.

We are looking for an Apprentice Grounds Assistant with an appetite for learning and a keen interest in a wide range of sports and grounds maintenance. The ideal applicant will have a passion for both sports and the outdoors and be physically able to undertake manual work in all weathers. You will join a small friendly and professional team and assist with the day-to-day set up and maintenance of the school's sports pitches and surrounding grounds.

This is a fantastic opportunity to work in a prestigious independent school in a beautiful location in Summertown. Training will be provided in the workplace through Wiltshire College & University Centre where you will work towards a Sport Turf Operative (Level 2).

## APPLICATION PROCEDURE

Please apply by providing the following: -

- A **fully completed application form**, including contact details of at least two referees.
- A **cover letter** explaining your previous experience relevant to the position.

If you would like further details or assistance with the application form please call our HR Assistant on 01865 459235.

Application forms should be emailed to [recruitment@summerfields.com](mailto:recruitment@summerfields.com).

The school is fully committed to the principles of equal opportunity, diversity, and inclusion. Summer Fields does not discriminate on the grounds of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability. Applications are welcome from a diverse range of backgrounds.

Summer Fields is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## FURTHER DETAILS

### HOURS OF WORK

There are two seasonal rotas: -

- 7:30 - 15:00, Monday to Friday in the winter
- 7:00 - 15:30, Monday to Friday in the summer.

A one-hour unpaid lunch break is provided each day during the week.

### CONTRACT

This is a fixed term position initially which will include training in the workplace through Wiltshire College & University Centre where you will work towards a Sport Turf Operative Level 2 Apprenticeship. At the end of the 21-month period, subject to your service having been satisfactory and the successful completion of your apprenticeship you may apply for permanent employment with the school.

### HOLIDAYS

In a full year of employment, you will be entitled to 30 days of annual paid holiday which include Bank Holidays which fall during school holidays. Holiday dates are to be approved in advance by the Head of Grounds and are to be taken at times convenient to the school.

### BENEFITS

Lunch is available in the dining room during term-time and parking is available on site. Some items of clothing are provided including polo shirts, sweatshirts, safety shoes and wet-weather clothing. The school will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol you in a pension scheme as and when required by law. Employees who are not eligible to for auto-enrolment may still elect to join the school's pension scheme. Members of this scheme are also included in the Summer Fields Group Life Assurance Scheme which offers life cover of three times of annual salary. Other benefits include access to an Employee Assistance Programme, swimming club membership and free parking.

### PRE-EMPLOYMENT CHECKS

In order to ensure the safety and security of all pupils at the school, applicants must be willing to undergo child protection screening. We are required to carry out a number of pre-employment checks including: -

- obtaining references from past employers;
- an Enhanced Disclosure and Barring Service criminal records check.
- An overseas criminal records check is required for applicants who have lived abroad for three months or more in the last five years.

## JOB DESCRIPTION

**Job Title:** Apprentice Grounds Assistant

**Reporting to:** Head of Grounds

**Purpose of the Job:** To assist with the maintenance and preparation of sports pitches and the general maintenance of the grounds.

### Main duties after training

- Preparing the grounds for the start of each term, measuring out and marking pitches (for football, rugby, cricket, tennis, croquet, athletics) and the golf course.
- Carrying out the sports grounds maintenance programme and general grounds maintenance, including the astro pitch, according to the termly priorities.
- Scarifying, aeration, fertilising and hedge cutting.
- Switching over sports equipment according to the season and organising appropriate storage.
- Mowing the sports grounds, marking out, spring and autumn renovation and erecting posts, nets, cricket frames and tennis posts.
- Assisting with the basic upkeep and maintenance of mechanical machinery.
- General school grounds and garden maintenance.
- Keeping driveways and paths clear and safe in severe weather conditions.
- Maintaining the benches and scoreboards.
- Preparing for key events such as Sports Day and assist with car parking.

### General

- Carry out duties in a safe and responsible manner and satisfy all statutory requirements.
- Ensure that equipment and materials are stored safely and in accordance with statutory requirements.
- Undertake health and safety training as required, e.g. health and safety, manual handling.
- Comply with all health and safety procedures as required by the school.
- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the school's Safeguarding Policy.
- Carry out any other duties that may be reasonably requested by the Head of Grounds, Bursar or other members of the Senior Management Team.
- This job description is indicative of the nature and level of responsibilities associated with the post. It is not intended as an exhaustive list.

## APPLICATION AND RECRUITMENT PROCESS GUIDANCE NOTES

Summer Fields is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority. The school aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

### APPLICATION

- Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post. If you are invited to attend a formal interview your suitability to work with children will be assessed.
- As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.
- The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. Any offers of appointment will be made conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children.
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.
- The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the school/their manager immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.
- The school has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.
- If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

## CONDITIONAL OFFER OF EMPLOYMENT

Any offer to a successful candidate will be conditional upon the following criteria:

- Receipt of at least two satisfactory references (if these have not already been received), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the school. All referees will be asked if the candidate is suitable to work with children. The school will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.
- Verification of identity and qualifications including evidence of the right to work in the UK.
- A satisfactory enhanced DBS check and if appropriate, a check of the Children's Barred List maintained by the DBS.
- For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012.
- Verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status.
- Where the successful candidate has worked or been resident overseas, such checks and confirmations as the school may consider appropriate so that any relevant events that occurred outside the UK can be considered. For an EEA teaching candidate, this shall include the candidate providing the school with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which he/she has worked.
- Verification of medical fitness for the role in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach:
- Where the role involves providing care for pupils under eight, confirmation is required that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".
- For a candidate to be employed into a management role, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching Heads of Department.

It is the school's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the school in strictest confidence and used as set out in the school's Staff Privacy Notice and Staff Information Security Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, and layout of the school. The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.