



# Felsted

## FELSTED SCHOOL JOB DESCRIPTION Apprentice Groundsperson

### **The Role**

Accountable to: Head of Grounds and Gardens

To undertake all grounds-related activities in order to meet the needs of the Schools' Sports Department ensuring that the ninety acre School Campus is maintained to a high standard to provide an excellent impression to all visitors to the School. To carry out any tasks within the job holders skill and ability.

### **Role Responsibilities** (illustrative, not exhaustive, list):

- To undertake a Level 2 Sports Turf Operative apprenticeship
- To assist in:
  - Maintenance of school grounds, grassed areas, landscaped areas and similar open spaces
  - Maintenance of the School fine turf sport areas
  - Clearing and gritting roadways and pathways
  - Maintenance, cleaning and operation of machinery and any other sports equipment
  - Lopping trees
  - The storage and use of herbicides and fertilisers applicators
  - Clearing leaves on grass areas and snow when needed to keep the School Campus free from debris.
- Communicate work progress and any grounds damage or faults to the Head of Grounds and Gardens
- Any other reasonable ad-hoc duties as requested.

### **Skills, Knowledge and Experience**

#### **Essential:**

1. Willingness to undertake an Apprenticeship to complete NVQ L2 Sports Turf Operative qualification.
2. Good practical and technical skills
3. Willingness to attend any necessary training, i.e. First Aid training

#### **Desirable:**

4. Ability to work independently and contribute within a team

5. Awareness of site health and safety - including working at height, manual handling, Coshh, Personal Protective Equipment and the safety of others
6. Hold a full driving licence
7. Ability to plan and take responsibility for task completion.
8. Experience in machinery maintenance

### **Reward and Recognition**

- Annual leave allowance of 20 days each year plus public holidays
- Employer and employee contributory Pension scheme (4% matched contribution)
- Free life assurance scheme
- Free parking
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free membership to Felsted Connect (discounts and savings online & instore)
- Free uniform provided

### **Terms of Employment**

- Apprenticeship
- Monday to Thursday 8:00am to 4:30pm and Friday from 8:00am to 3:30pm
- Working 39 hours per week with a thirty-minute unpaid lunch break each day
- Starting salary £16,325.40 per annum increasing from April 2026.
- All-year round, 52 week contract
- Location of work Felsted School, Felsted, Essex, CM6 3LL.

**Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a ‘culture of vigilance’ to safeguard and protect all in its care, and to all aspects of its ‘Safeguarding (Child Protection and Staff Behaviour) Policy’. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_