



St Catherine's BRAMLEY

Patron: Her Royal Highness, The Duchess of Cornwall

Headmistress: Mrs AM Phillips MA Cantab

Charitable Objects of St. Catherine's School

The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.

Child Protection Statement - St. Catherine's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS with barred list check.

The post-holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and must adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to one of the School's Designated Safeguarding Leads.

Job Description for Apprentice Gardener **Full time | Day release one day a week**

About St. Catherine's School

St. Catherine's was founded in 1885 and in 2015 celebrated 130 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association, with 900 pupils aged between 4 and 18. The Prep School has 265 pupils aged 4 to 11 and the Senior School 635 pupils aged 11 to 18, of whom some 170 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills.

St. Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School was inspected in October 2016 by the Independent Schools Inspectorate and the report may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#).

We seek to appoint an enthusiastic and energetic Apprentice Gardener.

Personal and Professional Qualities Required

The successful applicant for this position will be enthusiastic about horticulture. They will work in all areas of the School, maintaining beds and soft landscaping, sports playing fields, hard landscaping and general grounds maintenance.

Previous experience and/or relevant qualifications are advantageous but not essential. A lively sense of humour and a professional readiness to work with the team to meet agreed deadlines will ensure job

Station Road, Bramley, Guildford, Surrey GU5 0DF | T: 01483 893363 | E: schooloffice@stcatherines.info | www.stcatherines.info

satisfaction in this post at St Catherine's School. The successful applicant will need to be flexible regarding working hours.

The Department

The management of the Business Centre department is led by the Chief Operating Officer who is responsible to the Governors and the Headmistress for the smooth running of the School's buildings, grounds, fabric, commercial lettings, and day-to-day management of the Finance Department. Financial responsibility lies with the Finance Manager. The Chief Operating Officer is a member of the School Senior Management Team.

The Chief Operating Officer is assisted by the Finance Manager (School Accountant) and they are supported by the Business Department PA who is also Clerk to the Governors. The Chief Operating Officer is also supported by the Estate and Buildings Administrator. Other staff in the department who report directly to the Chief Operating Officer are the Venue Hire and Sports Club Manager, the School Shop Manager, the Estate Manager and the Finance Manager.

All other members of the Business Centre are answerable directly to one of the Business Centre Management team as follows:

Finance Manager:

Management Accountant – Management Accounts/Audit preparation/Composition Fees/Bursaries
Accounts Assistant – School Fees Administrator
Accounts Assistant – Salaries and Purchase Ledger

Estate Manager:

Domestic Services Manager – Domestic staff
Grounds Manager – Grounds staff
Maintenance Manager – Maintenance staff
Head Gardener (in conjunction with both Headmistresses)

Venue Hire and Sports Club Manager:

Sports Club staff and casual labour for lets

School Shop Manager:

Casual Shop staff

The spirit of the Department is collaborative and overlaps between the different areas and are managed with clear lines of responsibility but also much consultation between team members. Strong teamwork is essential and appropriate regular meetings are held between key personnel at which tasks are delegated to the team as appropriate. Good communication skills are very important.

The Department is based in the Business Centre adjacent to the School Dining Room. The accommodation consists of a suite of offices for the Chief Operating Officer, the Business Department's PA/Clerk to the Governors, Estate and Buildings Administrator, Estate Manager and the Finance Manager. The Accounts team is based in a further office, and the Domestic Services Manager, Grounds Manager, Maintenance Manager and Venue Hire and Sports Club Manager are based with the Business Assistant in the Facilities Office.

Practical Information about the Post

The post is full time, with one day a week spent on day release at Merrist Wood College. The remaining 4 days will be spent at St Catherine's School, with working hours from 8.00am to 5.00pm with an hour for lunch. Flexible working hours may be required from time to time. Prior notice will be given. When not at Merrist Wood College, the post holder will be working at St Catherine's.

Line Management

The Apprentice Gardener is a full-time colleague, with some duties in unsociable hours. The post holder is responsible to the Head Gardener.

The Grounds staff comprises of a team of 3 full-time workers and 1 full-time apprentice. Casual staff are sometimes employed to assist at busy times.

The main duties and responsibilities of the Apprentice Gardener will include assisting with the following:

- Maintaining planting and tidying of all formal beds and grounds with the Head Gardener
- Planting of all pots for seasonal colour
- Weeding and mulching
- Pedestrian mowing
- Pruning trees and climbers
- Hedge cutting
- Strimming
- Maintaining good time-keeping including relief times for breaks as dictated by employment contract
- Complying with Health & Safety legislation to ensure a safe working environment for all
- Complying with hygiene and environmental requirements
- Attending induction, training and any development programmes as requested
- Implementing the effective, efficient and timely maintenance and preparation of all playing surfaces to meet training and fixture requirements as required. This requires the driving of motorised vehicles and associated machinery and equipment, thus a full driving licence would be an advantage but is not essential. Processes include rolling, mowing, spiking, spraying, harrowing and leafing
- Maintaining the cleanliness of any ancillary areas such as pavilions, score boxes and store areas
- Maintaining serviceability of associated grounds sports equipment such as posts and nets
- Keeping all Grounds sheds in a neat and tidy condition
- Maintaining and cleaning all minibuses and keeping up to date records of weekly checklists
- Dealing with gutter and drain clearing
- Maintaining all shed roofs
- Directing parents at drop off/ pick up times to ensure free flowing traffic and car parking as required
- The set up and clear up for all major events and also for assisting parents in moving luggage for boarders at the beginning and end of each term
- Any other additional portorage that may be required
- The movement of furniture and/or equipment as deemed necessary or as tasked by the Head Gardener.
- Any other tasks as reasonably required by the Head Gardener or Estate Manager for the smooth running of the School

Extra-Curricular Activities

Other duties as directed and which might reasonably be regarded as within the nature, responsibilities and grade of this post as defined and as directed by the Head Gardener or Estate Manager. In times of inclement weather the Grounds staff are deployed to internal maintenance when all other external tasks have within reason been completed. All Grounds staff are detailed to assist in the set up and clear up for all major events and also for assisting parents in moving luggage for boarders at the beginning and end of each term.

Staff Induction, Staff Review and Continuing Professional Development

All new staff are provided with electronic access to a Staff Handbook and School Policies well ahead of their joining the School and are given induction training in their first week of work. If new staff have no competence with IT then training in the first year of employment is given and in these circumstances the Staff Handbook and School Policies are supplied in a paper format for reading.

The School is committed to continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

Remuneration

Salary will be based on the St Catherine's Support Salary Scale and will be commensurate with the experience of the candidate.

All qualifying employees are auto-enrolled into a pension if they qualify under auto-enrolment rules. Non-teaching staff in the School are eligible to join the Stakeholder Pension Plan on recruitment. St. Catherine's School will pay 2% of salary into the plan for every 1% contribution that the employee makes up to a maximum of 10%. Details are available from the Business Department.

Accommodation

Accommodation on site may be available in return for boarding duties. Opportunities can be explored at interview.

Other Benefits

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.

A fees concession of 50% is offered for the education of daughters of full-time members of staff at St Catherine's if a place is available and the girl passes the entrance examination. For part-time staff any fee concession is calculated on a pro rata basis.

Applications

The application form should be returned to the HR Administrator, Mrs Netty Creswell, as soon as possible and should take the form of:

- a letter of application relating to the specific job description for the post,
- the completed Application Form provided with these details/found on the School website at www.stcatherines.info/staffvacancies
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

Thank you for your interest in St Catherine's School.

Mrs Carol Carloss
Chief Operating Officer
May 2019