

## WYMONDHAM COLLEGE JOB DESCRIPTION

### GROUNDS SUPPORT WORKER

<b>Line Manager's job title:</b>	Ground Supervisor
<b>Salary:</b>	Point 8 of the Support Staff Scale <b>FTE</b> £25,992 per annum <b>Pro rata</b> £10,537 per annum
<b>Tenure:</b>	Fixed Term until December 2026
<b>Contract type:</b>	52 Weeks
<b>Hours per week:</b>	15 hours per week

### THE POST

**Wymondham College** is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

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Wymondham College seeks to appoint a one-to-one Support worker for an employee based within the Grounds team. You will provide practical 121 support and have a good understanding of safeguarding issues in relation to this role. This role requires you to provide support for an individual whilst they are undertaking their duties and responsibilities in their role as a ground person. There will be an expectation to assist with the completion of some ground's maintenance tasks, including (but not limited to): sweeping, litter picking, grass cutting, strimming and general tidying tasks. Prior experience of providing care and support for an adult with additional needs would be hugely beneficial to being successful in this role. Full training will be provided with regards to grounds element of the role.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

## **PERSON SPECIFICATION**

The personal competencies expected of all College support staff are:

- A friendly, caring approach
- A genuine desire to help others
- The ability to relate to people with a variety of backgrounds
- A professional, reliable and flexible attitude
- The ability to work on your own or in a team

The professional competencies expected of a Grounds Support Worker are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a **Ground Support Worker** are:

- A minimum of a grade C / 4, or equivalent, in English and Maths GCSE.
- Basic knowledge of Grounds Maintenance would be desirable however full training can be given.

## **JOB SPECIFICATION**

### **Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Providing care, safety and support, while enabling independence for the grounds person to complete their set daily tasks

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

## HOURS OF WORK

Paid Weeks per year	52 weeks
Hours per week	15
Normal working Pattern	Tuesday and Thursday 8.00-16.00
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holidays in accordance with normal entitlement (see below) shall be taken at times mutually agreed with the Line Manager. Holidays should normally only be taken outside of term-time.
Annual leave entitlement	<p>Annual holiday entitlement for full-time support staff will be 33 days (including bank holidays), rising to 37 days after 5 years' service.</p> <p>Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.</p>

## REMUNERATION

- Point **8** of the Support Staff Salary Scale
- FTE Salary: **£25,992** per annum
- Pro rata salary: **£10,537** per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately **21.6%** (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

The annual salary will change each year depending on the days and weeks in the academic year.

## MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you

begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

## **DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

## **PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.