

## SAPIENTIA EDUCATION TRUST

### WYMONDHAM COLLEGE JOB DESCRIPTION

#### GROUNDS SUPPORT WORKER

**FIXED TERM UNTIL DECEMBER 2023, 16 HOURS PER WEEK (TUESDAY & THURSDAY),  
52 WEEKS**

<b>Line Manager:</b>	Grounds Supervisor
<b>Salary:</b>	Point 8 of the SET Support Staff Salary Scale <b>FTE</b> £22,777 per annum <b>Pro-rata</b> £9,849 per annum
<b>Residential Status:</b>	Non-Resident

#### THE POST

Wymondham College seeks to appoint a one-to-one Support worker for employee with a learning disability 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, and tidying the workshop. Prior experience of working in a grounds setting is beneficial but not a requirement and full training will be provided where relevant.

Wymondham College is member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six-month probationary period.

#### 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 qualifications and previous experience required for a Support Worker Grounds are:

- Good literacy and numeracy skills are expected
- GCSEs (or equivalent) in English and maths are required.
- Basic knowledge of grounds maintenance would be desirable however full training can be given.

## **JOB SPECIFICATION**

### **General Responsibilities**

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

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

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 College's programme of Performance Management and Continuing Professional Development.

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.

### **Specific Responsibilities**

- Working alongside the ground's person and supporting him while they are always onsite.

### **HOURS OF WORK**

Paid weeks	52 weeks
Hours per week	16
Normal Working Pattern	Tuesday and Thursday 0800 - 1600
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 to ensure they tie in with ground worker.
CPD Days	College CPD is included in your pro-rata salary, and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

Overtime	Additional work may be required during term time for which overtime is not paid, but time-in-lieu may be taken at agreed times.
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## REMUNERATION

### Salary Details:

- Point 8 of the SET Support Staff Salary Scale
- **FTE** £22,777 per annum
- **Pro-rata** £9,849 per annum

Annual holiday entitlement for full-time support staff is 33 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

The post-holder will be entitled to join Wymondham College's nominated pension scheme for support staff.

## DRESS CODE

The post-holder will be expected to wear appropriate attire, Basic uniform will be provided. 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 Wymondham College employees.

## PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of 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.

## REVIEW

The Job Description will be reviewed annually as part of Wymondham College's Performance Management programme.