



WYCOMBE
ABBEY

Apprentice Grounds Staff

As soon as possible

Information for Applicants



Consider Wycombe Abbey

Wycombe Abbey is an exceptional place; we operate as a modern full boarding school for around 650 girls, and we are committed to the development of each one. We have over 125 years of experience in educating young women and our vision remains to provide our pupils with a world class education. We are excited about encouraging curiosity, bold ideas, innovation, leadership and delight in learning - inside and outside the classroom.

We are a welcoming and vibrant community for all staff. Our school is set in 170 acres of parkland within a five-minute walk of the town of High Wycombe. We offer superb modern facilities, including a sports centre, a performing arts centre, a wide range of teaching facilities and 11 boarding houses. We are constantly improving our site and, through our new visionary masterplan, we will see the creation of a truly world-class campus over the next decade.

Wycombe Abbey's outstanding reputation for excellence is built on the dedication and skills of the people that work at the School. Every member of staff at Wycombe Abbey contributes towards the School's thriving community and works to continually strengthen our ambition for excellence. We seek to recruit well-qualified and enthusiastic staff who demonstrate knowledge of, and passion for, their area of expertise and contribute to the wider life of the School. In return, the School provides staff with a wide variety of opportunities to develop professionally within a supportive team and wonderful working environment. Please do watch the video to hear more from the staff themselves about working at the School.

Superb academic outcomes are the hallmark of a Wycombe Abbey education and girls regularly secure places at the most prestigious universities globally. However, we understand the importance of looking beyond the narrow confines of excellent examination results to define success. Our rich co-curricular programme includes an array of activities and opportunities, ensuring that every girl develops her passions and explores new possibilities. These experiences, in turn, help to build the skills, discipline and character that will support her future life.

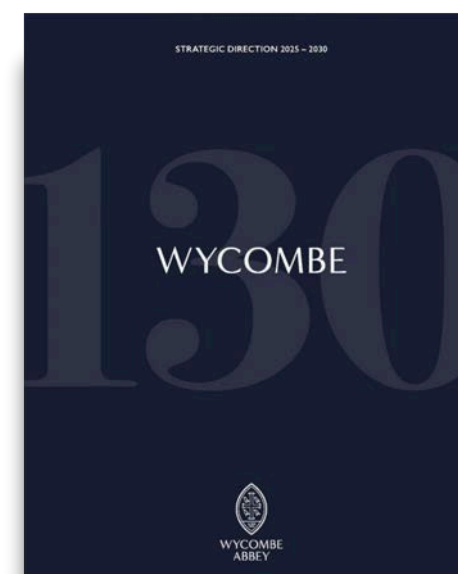
Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of trust, encouragement and mutual respect underpin everything we do; in this happy and close-knit community everyone is known as an individual, friendships flourish and girls enjoy each other's company.

Thank you for your interest in joining Wycombe Abbey. We hope that you will find the information in this pack useful, and we look forward to hearing from you if you feel that this post may suit your skills and experience.

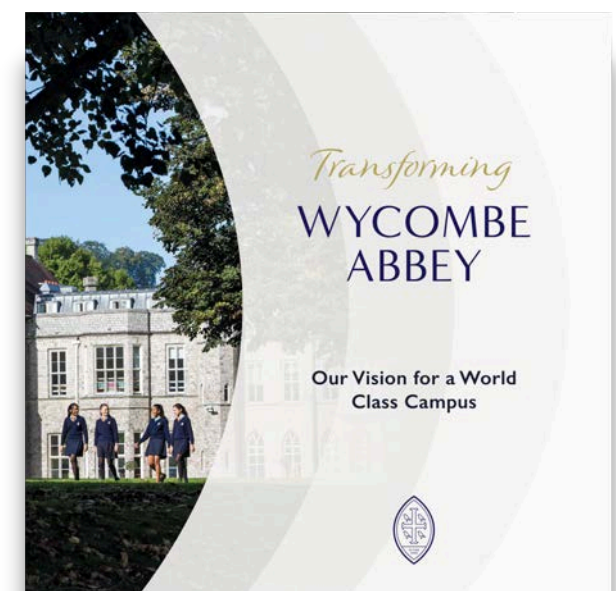
Mrs Jo Duncan
Headmistress



[Watch our film to hear why you should consider working at Wycombe Abbey.](#)



[Read our Strategic Direction](#)



[Read about our Masterplan](#)



Our Values

Our values are the principles that guide the way we interact with other individuals and groups and are especially important in a boarding community like ours.

These are the values that shape our school.

Trust – we foster strong relationships built on trust through good communication, willingness to listen and honesty.

Encouragement – we promote a positive atmosphere where all members of the community are supported to develop and fulfil their potential.

Mutual Respect – we seek to understand and embrace differences in people, ideas and experiences with tolerance and understanding.

Dynamism – we are a forward-thinking school that nurtures the leaders of tomorrow for a global workplace.

Excellence – we believe in the importance of striving to be exceptional in whatever we do through the setting of ambitious goals and taking ownership of our decisions and actions.

Balance – we understand the importance of supporting staff and pupils to thrive by maintaining a healthy mind and body.

Innovation – we are excited about creating the future through being open-minded, curious and embracing change.

Service – we recognise the great rewards that individuals reap in helping, supporting and giving to others both within the School community and beyond it.



Working at Wycombe Abbey

Wycombe Abbey is an exceptional place to work. Set in 170 acres of beautiful Buckinghamshire parkland, the School aims to encourage all staff to develop their talents within an inspiring, fulfilling and caring community.

In total, approximately 420 teaching and support staff are employed at the School on either a full or part-time basis. Each year a number of newly qualified, and in some cases unqualified, recent graduates join the staff body. There is proactive support for all new members of staff, who are guided through their first year at School by a variety of colleagues, with the line manager and an individually-appointed mentor taking the lead.

Staff wellbeing is a key focus for the School with the Headmistress taking a lead role in this area. Our core values of trust, encouragement and mutual respect shape our interactions with each other and those outside the School.

Professional development is highly valued at Wycombe Abbey and all staff are encouraged to participate in a vibrant and robust professional development programme offering a range of opportunities including inspirational speakers, workshops, accredited courses, conferences, coaching and mentoring.

All staff at Wycombe Abbey are encouraged to embrace and be part of boarding school life and are linked to a boarding house when they join. Staff are welcome to participate in House activities, such as trips and events and all are invited to School events throughout the year.

During the School holidays, a number of commercial activities and external programmes take place on School grounds. These activities are important for our community engagement and revenue generation. All staff are expected to support these operations as required.

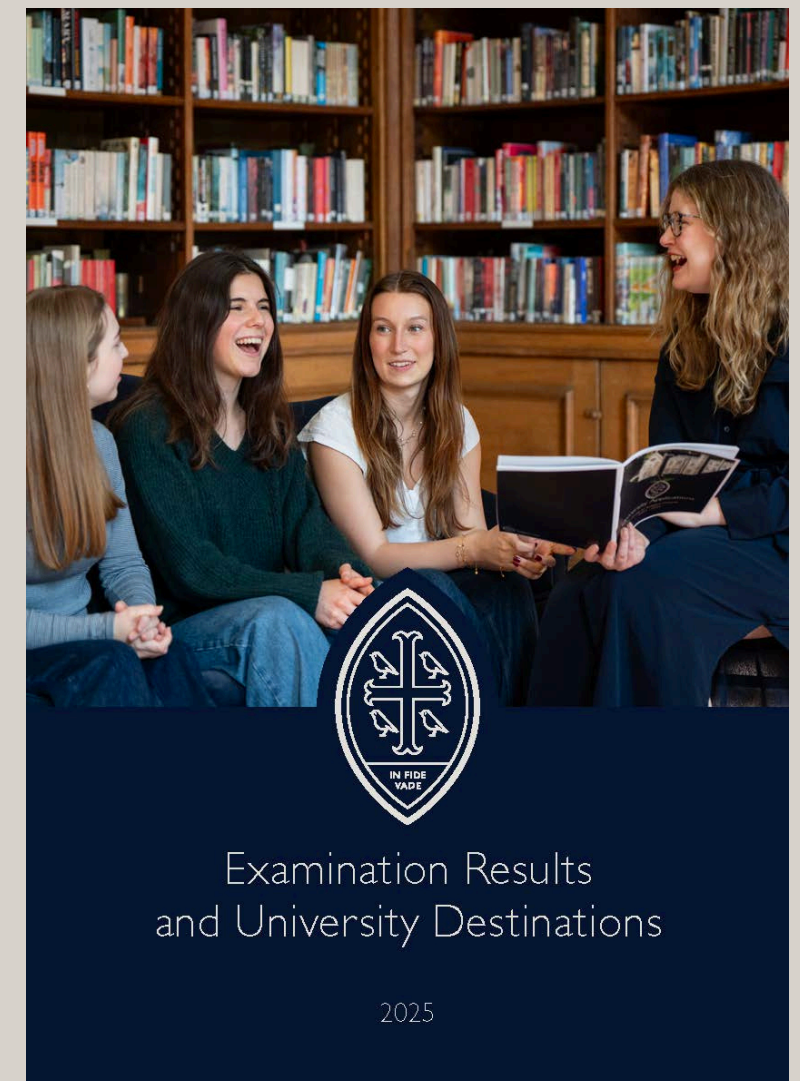
We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

Benefits of Working at Wycombe Abbey

- A focus on staff wellbeing with a dedicated Wellbeing Committee chaired by the Headmistress. Events and activities include regular get togethers, a walking club and book-swap.
- Free parking provided on-site.
- Free use of the Sports Centre including swimming pool, gym and courts/pitches.
- All eligible staff enrolled automatically to the School's Defined Contribution pension scheme.
- Invitations to school productions and concerts throughout the year.
- Salary sacrifice on electric vehicles.
- Easy access to London (24 minutes to Marylebone), the Chiltern Hills and attractive towns such as Marlow, Henley-on-Thames and Beaconsfield. Heathrow is also just 20 miles away plus good transport links to other London airports.
- Provision of meals and refreshments all year.
- Generous training and development scheme with regular whole staff in-house and external training.
- Free eye tests.
- Use of the School Library to borrow books.
- Access to the Employee Assistance Programme.
- Cycle to work scheme.
- Free will writing.

University Destinations and Results

Wycombe Abbey has a long tradition of academic success. The learning environment is supportive, yet challenging, and our teaching specialists communicate a genuine love of their subject, encouraging all our pupils to pursue an intellectual curiosity beyond the curriculum.



[Click to see results and destinations](#)



The Role: Apprentice Grounds Staff

We are seeking a motivated and enthusiastic Grounds Apprentice who is keen to learn, develop practical outdoor skills and contribute to the upkeep of our beautiful 170-acre site. This apprenticeship offers full on-the-job training alongside a day-release college programme, providing an excellent pathway into a Grounds Staff role.

This essential position involves supporting the daily maintenance and presentation of the School grounds, including sports pitches, parkland, woodland and formal gardens. The role will include learning from experienced colleagues, developing practical skills and gaining industry knowledge.

Wycombe Abbey is situated in the centre of High Wycombe in its own grounds of 170 acres. It is a Conservation Area and is listed in the Register of Parks and Gardens by English Heritage. Whilst most of the grounds are given over to parkland, woodland or School buildings, there are important areas of shrub borders which compliment the buildings and grounds. The School has an international reputation for excellence of education and this policy extends to the management of its Grounds and Gardens.

Reports to:

Grounds Manager

Hours of work:

Monday to Friday 07:30 - 15:45, plus every fourth Saturday 07:30 - 12:30, 52 weeks per year.

Includes a 1-hour unpaid lunch break per day.

Flexible hours will be required from time to time to meet demand e.g. Dove Day, start and end of term, severe weather etc. This will include weekend work as well as the above.

These weekly hours include one-day release per week to attend Berkshire College of Agriculture (BCA) during college term time.

Holidays:

30 days per annum plus bank holidays

Salary:

£14,722.50 - £23,809.50 per annum, based on £7.55 - £12.21 per hour, depending on age and previously completed apprenticeship.



The Role: Apprentice Grounds Staff

Key Responsibilities

Main Duties:

- Assist in the maintenance of all School grounds including sports pitches, parkland, woodland and/or garden beds and hedges.
- Gain knowledge and understanding of this role through on the job learning and use of day release to Berkshire College of Agriculture (training provider).
- Assist in keeping roads and paths clear and safe in severe weather conditions as outlined in the School's Severe Weather Policy.
- Assist colleagues within the grounds and team where required.
- Assist with car parking or other duties, particularly at the beginning and ends of terms or for School events as requested.
- Any other duties required to help with the smooth running of the School.

Person specification

Specialist Knowledge and Experience

- There is a genuine occupational requirement for all applicants to be physically fit and capable of carrying out a range of individual and team outdoor tasks.

Qualifications

- Good general secondary school education.
- Maths and English GCSE, or equivalent, will be part of the day-release college course if these qualifications have not been achieved prior to starting the apprenticeship.

Communication

- Able to communicate effectively with colleagues and other members of the School community.



The Role: Apprentice Grounds Staff

Problem Solving

- Good practical outdoor skills and the capacity to be able to identify and discuss potential solutions for problem areas within the grounds and gardens as the training progresses.

Reliability

- Able to follow directions from management and respect policies and procedures.
- Show commitment to the organisation and task completion.
- Good timekeeping.

Flexibility, Resilience and the Ability to Work Unsupervised

- Willing to adapt to changing demands and working schedules to accommodate the completion of tasks according to the School timetable.
- Able to undertake outside work in all weather conditions.
- Whilst the apprentice will have the support and backup of the Grounds Team during their apprenticeship training, eventually they will be encouraged to work on their own during periods of peak workload to enable them to develop their independent skills and undertake a Grounds Staff role on completion of the apprenticeship.

Personal Qualities

- A genuine interest in working outdoors and a demonstrable enthusiasm for Groundsmanship.
- Mature, reliable, hardworking, safety conscious and task oriented.
- Self-motivated.

Desirable

- Any experience in Groundsmanship would be advantageous.

Safeguarding

Wycombe Abbey is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced Disclosure and Barring check.



Terms of Appointment

A formal contract of employment will be drawn up on appointment.

- Contract
 - This is a fixed-term contract for 24 months with the possibility of a permanent contract following the successful completion of the apprenticeship. The first six months will be a probationary period.
- Appointment Date
 - As soon as possible.
- Salary
 - £14,722.50 - £23,809.50 per annum, based on £7.55 - £12.21 per hour, depending on age and previously completed apprenticeship.
- Pension Scheme
 - The School offers membership of the School's Defined Contribution Pension Scheme, where applicable.
- Death in Service Cover
 - Life cover at 4 x annual salary, subject to contributing to the Pension Scheme.
- Equal Opportunities
 - It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.
- Safeguarding
 - All staff share responsibility for promoting and safeguarding the welfare of pupils and must adhere to, and comply with, the School's Safeguarding and Child Protection Policy at all times.
- Pre-Employment Checks
 - The appointment is subject to an Enhanced Disclosure and Barring check.



Wycombe Abbey Community

Wycombe Abbey is a welcoming and vibrant community of 420 teaching and support staff.

Our School is set in 170 acres of parkland within a five-minute walk of the town of High Wycombe. There is easy access to London, the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby.

There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding primary, prep, and secondary (including grammar) schools in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford and Bicester Village are within 30 miles, with a direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to other London airports..

There is a range of committees that staff can join including Staff Wellbeing, Equality, Diversity and Inclusion, CPD and others. The Staff Wellbeing Committee organises staff wellbeing and social events on a regular basis, which are well attended.



Follow us on social media:
@WycombeAbbey



Closing date: 4 January
Interviews: w/c 12 January

To apply, please fill in an online application
by clicking Apply Now.

We are an equal opportunities employer.
Registered Charity No. 310638

We are a Disability Confident Committed Employer.

Apply Now



If you have any questions, please do not hesitate to contact
the HR Team on 01494 895575
or hr@wycombeabbey.com.

