Information Pack

Apprentice
Groundsperson

To start as soon as possible

Closing Date:
Midday, Wednesday 29th November

Interview Date:
Week commencing 4th December

(We reserve the right to interview prior this date)
Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.

William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent News will give you an impression of our school.

Thank you for your interest.
The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country’s leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell.

The school will celebrate its 550th anniversary in 2030. The current generation of MCS staff and pupils wish to ensure that we shape a School that is able to flourish for at least another half millennium, and hopefully many more beyond. There are around 970 pupils, boys 7-18 and Sixth Form Girls, and 300 staff who learn and work on the school’s central Oxford site.

The Department

The Grounds department is a thriving and friendly team dedicated to maintaining an exemplary standard of maintenance to the School’s grounds and gardens. We are a team of 9 who report to the Grounds Manager.
The Role

The school is seeking to appoint a Grounds Apprentice to assist with the day-to-day set up and maintenance of the School’s sports pitches and surrounding grounds. This is a fantastic opportunity for anyone with a keen interest in Sportsturf. You will join a friendly and professional team to learn more about Groundsmanship. Duties of the role will include, but not be restricted to:

- Wicket preparation
- Grass cutting
- Line marking
- Scarifying and feeding
- Outfield mowing
- Ground repairs
- Machinery maintenance
- Tree work
- Astro turf upkeep
- Hard landscaping (e.g. paths, fences and hedges upkeep)

Training will be provided in the workplace through Myerscough College where the successful candidate will work towards a Level 2 Apprenticeship Sports Turf Operative Apprenticeship. The successful candidate will then be eligible to join the IOG Register of Turf Management Professionals.
The Candidate

The ideal candidate will have a passion for both sports and the outdoors and be physically able to work outdoors in all weathers with a high level of manual work. A high level of enthusiasm and willingness to learn, the ability to work flexibly and independently as well as a love of sport are essential.

Essential Qualifications

Qualifications demonstrating sound literacy and numeracy skills (e.g. GCSE English and Maths A*-C (or equivalent) are essential.

Functional Skills

- Level 1 English
- Level 1 Mathematics

Candidates will be screened as part of the recruitment process and must be able to work at Level 1 in Functional Skills (Maths and English) in order to undertake this Apprenticeship.

Please note that candidates with any qualification at Level 4 or above, including university credits, are ineligible and will not be considered for an Apprenticeship.
Application Process

Candidates should submit the following two documents to the HR Administrator, Miss Yelena Molcanova (recruitment@mcsoxford.org), which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access Click here.

1. “MCS Application Form for Teaching and Support Staff” Form

2. CV (Curriculum Vitae)

All documentation should be sent no later than Wednesday 29th November, at midday; early applications are highly encouraged. Any applicants who submit just a CV will be automatically rejected. The school’s preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.

We anticipate holding 1st round interviews the week commencing 4th December, followed by a 2nd round interview with the Bursar; however, we reserve the right to interview before this. We will be in contact with shortlisted candidates by telephone. Please be aware that all shortlisted candidates will be requested to complete a “Self-Disclosure” form before attending their interview.
Equal Opportunities

Magdalen College School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community.

Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school’s pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s). This role will be in regulated activity and will require a children’s barred list check as well as an enhanced DBS check. The enhanced DBS check is due to this role being exempt from the Rehabilitation of Offenders Act 1974.
Remuneration and other benefits

This is a full-time, 24 month fixed-term position where the salary will be in accordance with Apprenticeship legislation and the age of the candidate appointed. The hours of work are Monday-Friday 08.00-17.00 with one hour (unpaid) lunch. Some weekend and evening work as required.

Non-teaching staff can be enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

There is a wide range of benefits on offer to staff, including free lunch throughout the year, generous holiday entitlement of 30 days and complimentary use of school sports facilities. The School has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford’s Rosenblatt Swimming Pool. Tennis courts are available, and there is a comprehensive programme of staff sports clubs, including football, climbing, yoga, Pilates, and badminton. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions. Head to mcsoxford.org/vacancies to find out more.

Additional Information

Please note that MCS is an inner-city school, with very limited parking. Staff are encouraged to use public transport wherever possible for their journey to work. A cycle to work scheme is available to support this.

If you have any questions or require additional information, please contact the Grounds Manager, Stuart Webber: 01865 242191.