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| **Vineyard Apprentice** |

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| **Reporting to:** | Curriculum Manager, Wine Division, but managed on a day-to-day basis by the Vineyard Instructor. |
| **Working Hours:** | Full time (37.5 hours per week)Fixed Term Contract – 28 months |
| **Salary:** | The pay rate for this role is based on the National Minimum Wage for Apprenticeships:Year 1: £4.00 per hourYear 2: 16-17yrs £4.20 per hour18-20yrs £5.90 per hour21-24yrs £7.38 per hour25+yrs £7.83 per hour |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

The post holder will learn viticultural skills and assist in the maintenance of Plumpton College vineyards.

**Duties and Responsibilities of the Job**

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| 1. Support the Vineyard Manager and the Vineyard Instructor with the production of Plumpton College wine, by carrying out tasks in the vineyard when required, including cleaning equipment and basic maintenance.
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| 1. Receive training, and be assessed, during work hours (for an average of about 1 day a week), working towards the following qualifications:
	* A Work Based Diploma in Horticulture at Level 2.
	* Functional Skills in English, Maths and ICT
	* Employment Rights and Responsibilities
	* Personal Learning and Thinking Skills
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| 1. Support the Vineyard Instructor with the delivery of viticultural teaching at Plumpton College, by helping to prepare lessons.
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| 1. Support the Wine Brand Manager through the preparation of wine orders for collection, when required.
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| 1. Support the students and staff in their research projects by carrying out basic tasks and observations in the vineyard.
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| 1. Participate in, and contribute to, activities involving the recruitment, marketing and promotional activities on behalf of the College.
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| 1. Adhere to the College Safety Policy, ensuring that appropriate safety standards are maintained during practical activities.
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| 1. Perform all of the above duties in accordance with College policies, procedures and regulations on Opportunities, Quality Assurance, Financial Matters and Data Protection Act.
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| 1. To work to promote and apply the College’s Safeguarding policy and practices.
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| 1. Any other job related activities as requested appropriate to the grading of the post.
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*Continuous Professional Development*

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| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
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| 1. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.
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**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

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| **Essential criteria for the post** |
| Keen interest to develop a career in vinegrowing |
| Ambition to complete a qualification in Horticulture during the apprenticeship |
| Ability to carry 25 kilos unaided |
| Driving licence, or ambition to get one as soon as possible |
| Willingness to work outside in challenging weather |
| Flexibility in working hours during harvest |
| Ability to work both in a team and alone, unsupervised |
| Strong focus on health and safety |
| Punctuality and reliability |
| Willingness to perform both the mundane and repetitive, as well as the challenging, creative, tasks in the vineyard |
| Computer literate and be willing to learn new skills |
| Attention to detail |
| **Desirable criteria for the post** |
| Interest in growing plants, information technology and maintaining machinery |
| Good sense of humour |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.