

Date issued...

JD category

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Level 3 Viticulture Apprenticeship

Reporting to:	Vineyard Manager
Working Hours:	Full time (37.5 hours per week – this includes time spent at College developing subject knowledge), 2-year fixed term apprenticeship.
Salary:	£24,784.50
Annual Leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

To learn viticulture skills and assist in the year-round maintenance, development, and operation of Rock Lodge Vineyard and associated Plumpton College vineyard sites.

1. Duties and Responsibilities of the Job

a. Be an active member of the Vineyard team, supporting the Vineyard Manager in the upkeep, management, and development of the vineyard to the highest possible standards.
b. Develop practical skills in vine husbandry including pruning, tying down, canopy management, irrigation, nutrition, and harvest operations.
c. Assist with pest and disease monitoring, plant health assessments, and the implementation of sustainable vineyard practices.
d. Support with machinery and equipment operation, maintenance, and safe use (training provided).
e. Contribute to wider estate maintenance including mowing, strimming, trellis repairs, and general vineyard infrastructure tasks.
f. Participate in seasonal vineyard activities, including pruning and grape harvesting.
g. Maintain accurate records in line with industry and apprenticeship requirements.
h. Work collaboratively with colleagues and, where required, support students undertaking work experience within the vineyard.
i. Participate in, and contribute to, activities involving the recruitment, marketing and promotional activities on behalf of the College.
j. Develop an understanding of environmental best practice, recordkeeping requirements and quality standards essential for producing premium fruit.
k. Comply with the College's Equality & Diversity and Safeguarding policies

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l. Participate as a member of appropriate course teams including attending meetings as required.
m. Adhere to the College Safety Policy, ensuring that appropriate safety standards are maintained during practical activities.
n. Participate in an annual appraisal of performance as laid down in the agreed guidelines and undertake staff development appropriate to the needs of the College and Department and that identified by the appraisal process.
o. Undertake such other duties commensurate with the grade of the post as may reasonably be required by the Curriculum manager, Head of Faculty, member of Senior Management Team or the Principal

2. Training

a. Attend classes and complete tasks leading to the successful completion of the Level 2 Viticulture Apprenticeship within the 18-month contract period.
b. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression.
c. Complete all mandatory training as required in line with College expectations.

3. Further duties

a. To undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Line Manager or a member of SMT.
b. To adhere to appropriate College policies including (but not limited to) safeguarding, equity & diversity, and health and safety.

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

Essential criteria for the post
A self-motivated, positive and pro-active attitude
Good observational skills
Record keeping accuracy and attention to detail
Reliable and committed
Possess good communication skills and able to interact with a wide range of people, including staff, students and visitors
Competency in English and basic maths
Mechanical aptitude or interest in learning to use vineyard machinery
Physically fit, able to work at heights and to work in all weather conditions
Willingness to follow Health and Safety procedures including the correct use of personal protective equipment

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Able to work in a fast paced environment
Able to follow instructions
Commitment to completing the apprenticeship and earning a formal qualification
To maintain a smart appearance and to act in a professional manner at all times
Desirable criteria
Full UK manual driving licence

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are 37.5 hours per week, and 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 department and whole college events where there will be a requirement to attend.

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 (pro rata) and up to 7 efficiency days when the college closes at Christmas. Annual leave is requested and approved via our HR/Payroll process. Approval is subject to business needs and should be planned and agreed with your Line Manager.

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. There is access to a free on-site gym, Employee Assistance Programme, Cycle to Work scheme and staff discounts.

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.

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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.