

# KELBROOK LODGE

For clay pigeon shooting at its best!



17 May 2024

## Head Grounds Keeper - Job Description and Further Information

We have an opening for a full time Head Grounds Keeper at Kelbrook Lodge, a long standing, family run clay pigeon shooting school and clay ground.

The role involves the maintenance and upkeep of the shooting ground and clay traps. It is a physically demanding role, requiring lifting and movement of heavy mechanical equipment, 12v batteries and boxes of clays and cartridges. There will also be landscaping and building projects to complete on the grounds from time to time. It involves working outside in all weathers throughout the year. For further description of the role please see the Responsibilities section below.

The position is full time and is made up of 41.5 hours across Monday, Tuesday, Thursday, Friday and Saturday. See below for details of hours worked. Please note that contracted days are not negotiable.

Our address is Kelbrook Shooting School, Off Cob Lane, Kelbrook, Lancashire BB8 7QH. We are in a rural area and approximately 15 minutes from the end of the M65. Own transport is essential.

## Responsibilities

You will:-

- keep the shooting ground clean and tidy, mow grass, clear empty cartridge cases and cardboard boxes
- keep the clay traps filled and maintained and change layouts
- assist in the shop as necessary
- clean and tidy the clubhouse and toilets at the end of the day
- open and close the clubhouse at the start and end of the day
- check target trajectories on a daily basis and adapt the layout to any weather changes
- clear paths, stands and access roads of snow and grit when icy
- repair and replace stands as required and paint exterior woodwork
- clean windows of public spaces
- unload deliveries and move boxes of clay pigeons around layout
- move, lift and adjust heavy mechanical equipment and 12v batteries
- be able to work at height
- carry out landscaping and building work from time to time such as laying concrete slabs, making paths and operating digger, dumper trucks and quad bike as part of the repair and renewal of the shooting ground

## **Requirements**

You need to:-

- have prior landscaping, building and/or joinery experience
- have full driver's licence and own transport
- pass DBS check
- pass the Police's background checks in order to obtain a shotgun certificate whilst working in the role (costs of which will be paid by us)
- be enthusiastic and enjoy working outside at all times of the year and able to engage with customers
- able to work independently, following daily and weekly routines and also work within a team structure and can take instructions and directions
- be numerate

Prior experience in landscaping, building and/or joinery is preferred. Shotgun certificate is not essential but must pass the relevant suitability. Training will be provided in relation to clay machinery and its maintenance.

## **Holidays**

You are entitled to 28 days holiday per annum which will be made up of A and B -

A.

- Good Friday
- All 4 Bank Holiday Mondays (2 May Bank Holidays, Easter Monday and August Bank Holiday)
- Christmas Day
- Boxing Day
- New Years Day

B.

20 days to take in accordance with company policy (which will include Christmas Eve and any other day we are closed unless it falls on a day you are not contracted to work).

Please note due to our busiest time being the run up to Christmas and between Christmas and New Year, requests for holidays for dates being in the last 3 weeks of December cannot be authorised.

The holiday year runs from 1 July - 30 June.

## **Hours**

Monday - 8.30am-5.30pm

Tuesday - 8.30am - 5.30pm

Thursday - 8.30am - 5.30pm

Friday - 8.30am - 6.15pm

Saturday - 8.30am - 6.15pm

**Breaks**

1 hour per day - 2 x 15 minute break to be taken morning and afternoon and 30 minutes for lunch taken between 12-1pm.

**Mobile Phone**

No personal mobile phones are permitted on site. A work's mobile will be provided so that the Company can contact you during working hours and for making and receiving emergency phone calls. The work's mobile is to be left on charge every evening in the clubhouse.

**Salary**

Starting on £30,000pa gross and rising over 2 years to £32,000 pa gross paid monthly into your bank account.

0 - 6 months - £30,000 pa gross pro rata  
7 - 12 months - £30,500 pa gross pro rata  
13 - 18 months - £31,000 pa gross pro rata  
19 - 24 months - £31,500 pa gross pro rata  
2 year onwards - £32,000 pa gross pro rata

The contract will be a fixed contract with an initial 3 month probationary period (which may be extended).

**Overtime**

Overtime will be available from time to time and must be agreed in advance and is paid at the contracted hourly rate at that time.

**Sick Pay**

Statutory sick pay

**Notice Period**

Statutory notice periods during probationary period. 4 weeks thereafter.

**Pension Scheme**

You will be able to enrol in the company's pension scheme.

If you would like to apply for the role, please send your CV to [info@kelbrook.com](mailto:info@kelbrook.com) no later than 1 June 2024