

Apprenticeships at

COMBE GROVE

A centre for learning excellence



Index

Introduction	2
About Combe Grove	3
The Elmhurst Foundation	3
The History	4
The Vision	4
Staying at Combe Grove	5
Wellness at Combe Grove	6
Eating at Combe Grove	6
Combe Grove Estate	7
Maintenance at Combe Grove	8
Events	8
Business Operations	9
Apprenticeships at Combe Grove	10
Reasons to choose Combe Grove	12
What our Apprentices say	13
Mentors	15-19
Apprenticeship Opportunities	20-29

Introduction

Apprentices are an important part of the Combe Grove story. As a centre of learning excellence, we offer an ongoing cycle of up to 90 high-quality apprenticeships in a variety of disciplines, ranging from: intermediate - level 2, advanced - level 3, higher - level 4&5 and degree level apprenticeships. These are a blend of practical work experience; supported by inspirational mentors and studying towards high quality qualifications.

In recent years, more and more young people are actively choosing an apprenticeship over further education as an alternative route into employment. The benefits of not being burdened with tuition fees or a large student loan debt, along with valuable hands-on work experience make apprenticeships an increasingly attractive proposition for both students and future employers.

Following is an introduction into Combe Grove, the 64-acre estate and the range of activities and events that take place here, we hope you will find everything you need to decide whether an apprenticeship at Combe Grove is for you.



About Combe Grove

We are a Health & Wellbeing Retreat, offering a fitness club, therapies, rooms and food and drink. Perfectly placed on the southern-most tip of the Cotswold's Area of Outstanding Natural Beauty, Combe Grove enjoys the benefit of its unique countryside setting and the rich history and heritage of Bath, only a stone's throw away. Part of the estate is designated a Sites of Special Scientific Interest by Natural England due to the presence of protected species found here.

The land is being managed through regenerative agricultural and sustainable woodland management practices, and in close collaboration with the kitchen, the newly installed no-dig market garden will provide field-to-fork nutrition at the same time as helping to reduce our environmental impact and keep food waste to a minimum.

Our Apprenticeships will be particular interest to applicants with a keen interest in the environment, health and wellness.

The Elmhurst Foundation

The Elmhurst Foundation became guardians of Combe Grove estate in March 2017.

The Elmhurst Foundation is a charitable trust, set up in 2008. We are a self-sustaining charitable organisation, providing a wide range of high quality, enhanced Apprenticeships for those in the local community.





The History

After many years as a private family home, in 1968 Combe Grove was let as unfurnished apartments for “ladies and gentlemen who declined to housekeep”. During the 1980s it was transformed into a hotel and country club and under the tenure of a number of different corporate owners.

The Vision

Under the guardianship of The Elmhurst Foundation, Combe Grove’s story will continue to unfold as it makes steps along the path to becoming a gathering place and social space with purpose and a more sustainable future.

Under the four cornerstones of **Wellbeing, Environment, Community and Learning**, Combe Grove is transforming, from a hotel and leisure club to a Centre for Wellness. With a firm focus on holistic health and wellbeing, Combe Grove plans to make the most of the estate’s 64-acre tranquil woodland setting to achieve this ambition to become both **a centre for learning excellence and unique destination for wellbeing**.

Staying at Combe Grove

The Manor House

While the original dwelling on the site dates back to 1698 when it was owned by a ‘merchant from Grave’s End’, the current manor was built in the 1700s around the time that the village of Combe Down became known as a place of ‘convalescence and good air’. Being only 1.5 miles from central Bath, the reputation of the area for the health benefits of nature and fresh air were already becoming well-established.

Against the backdrop of high ceilings, period details and the large sash windows that allow natural light and fresh air to flood into the rooms, the eclectic interiors give the manor house a certain charm. The highlight, however, remains the uplifting views and the sights and sounds of nature that surround the manor, supporting restful sleep and total relaxation.

The manor house is home to 9 individual suites and large double rooms, the Library, Lounge, Orangery, Stone Room and the main dining area that is home to the bar and coffee shop.

The Garden Lodge

A more recent addition, the Garden Lodge is a short walk from the main house and set against Combe Grove’s woodland. Modern interiors with a gentle nod to nature, the Garden Rooms have wide windows and either a terrace, balcony or window seat offering views over the estate and the Limpley Stoke Valley below. Together with the main house, Combe Grove has 40 rooms in which guests can stay.





Wellness at Combe Grove

Adjacent to the main house, The Coach House is home to the gym, fitness studio, indoor pool, steam rooms, sauna and hydro beds. Our Club members and guests enjoy a wide and varied timetable of classes including yoga, Pilates, Spin and cardiovascular fitness to dynamic stretch and movement classes such as Essentrics and Feldenkrais. The indoor facilities are complemented with four tennis courts, an outdoor pool and a meander of woodland walks and trails contributing to a well-rounded and balanced fitness offering.

Treatments and complementary therapies are carried out in our peaceful therapy rooms, where we draw on the interconnectedness of nature and modern practice to promote total relaxation and restore equilibrium between mind, body and spirit. With the use of locally sourced products containing only pure organic ingredients, treatments are tailored to individual needs and maximum benefit.

Eating at Combe Grove

Food is freshly prepared in the kitchen by our head Chef and his dedicated team. Seasonal menus are designed around the produce grown in our own no-dig kitchen garden and other locally sourced ingredients. Nutritious, healthy, fresh food that is both delicious and nourishing is our purpose. Food is thoughtful and considered, rather than indulgence at Combe Grove. Our future plans include a Club member's canteen serving vitamin-rich juices and wholesome food.

Combe Grove Estate

Estate Manager Lewin has a passion for ecology and background in horticulture. He leads the Estate Team in their primary responsibility to regenerate the landscape and its ecosystem through regenerative agriculture practices and sustainable woodland management. This is embodied in his desire to educate, facilitate, inform and empower people and the community into positive action for land stewardship.

In line with the UK's commitment to become carbon neutral by 2050, and Bath and North East Somerset's pledge to reduce carbon emissions across the area by 45% by 2026, Combe Grove are working with a local sustainability consultant to assess our current carbon consumption alongside our current carbon offsetting measures. This will provide Combe Grove with a framework for working towards becoming carbon neutral and the longer ambition to become climate positive.

[BANES climate change pledge](#)

Driven by Lewin, Combe Grove's Green Team is making great steps towards Gold accreditation by Green Tourism, the benchmarking body, with accreditation recognised worldwide. The Silver Award is already testament to Combe Grove's commitment to acting responsibly in minimising our environmental impact. A demonstration of our sustainability credentials within the hospitality industry, achieving Gold status, will truly help set Combe Grove apart.

[Green Tourism Award](#)





Building Maintenance at Combe Grove

The maintenance team is led by Chris, who has extensive experience in health & safety, processes and facilities management within the hospitality sector. The small team work hard to maintain and preserve the buildings at Combe Grove. The main house is Grade II Listed, and has a number of period features and listed details such as keystones, quoins and parapets. Working with Master Craftsmen, conservation experts and specialist building trades, the maintenance team ensure Combe Grove is both properly conserved and that safety standards are upheld.

Events at Combe Grove

The ambition is for guests and visitors to Combe Grove to feel truly restored, rejuvenated and enthused. Whether visiting for business, relaxation or a special event, time at Combe Grove should support visitors' mental health and wellness. The newly refurbished Oak Room is able to host retreats, small conferences and holistic events and Combe Grove is licensed for small, personalised weddings and life celebrations.

Business Operations

Behind the scenes, Combe Grove has an experienced team of managers leading the core business disciplines of marketing, sales, finance and human resources. Carefully chosen for their breadth of experience both professionally and in their lifestyle choices they are both Masters in their field while working in an agile way, across disciplines to ensure a collaborative approach to ensuring the business objectives of Combe Grove are met.



Apprenticeships at Combe Grove

Combe Grove is committed to delivering a fully immersive apprenticeship experience. Not only do the mentors aim to support apprentices to meet their full potential, Combe Grove is an employer of choice, thanks to its progressive HR department and widely experienced team of managers who will both nurture and educate in the workplace. Apprentices are one of the most widely valued assets here at Combe Grove.

Through a robust recruitment process, we aim to select the most talented and committed apprentices with whom to work. This is reflected in the Combe Grove Academy's growth mindset, which promotes an eagerness for life-long learning & personal development. In order to promote a culture of service excellence, the entire team at Combe is consistently nurtured and there is ongoing investment to ensure every team member is engaged, high performing and works with passion. The primary focus of The Elmhurst Foundation is to provide high quality training and development enabling the apprentices at Combe Grove to fulfill their potential and develop a sound foundation from which to embark on a successful career.

Our Ambition

Apprenticeships are steeped in history. A way of passing detailed knowledge from a master craftsman to a young apprentice since the Middle Ages, they were later adopted and formalised by the craft guilds. In return for their contribution to the workplace, trainees would receive formal training, pay and lodgings in order to become skilled in their craft of choice. Most aspired to becoming master craftsmen themselves and when their initial training came to an end, usually seven years, would become journeymen.

Apprenticeship versus University

With university tuition fees at £9,250 per year and living expenses on top, the average cost to complete a 3 year degree outside of London is around £43,000. Combe Grove's apprenticeships offer the opportunity to experience high quality education whilst gaining work experience and a salary. Nearby Bath has a thriving student population, so not only do Combe Grove apprentices have the chance to get involved in this, but you will make friends for life and benefit from the same privileges that an NUS card affords, while also earning a competitive salary. According to the High Fliers report, for the fifth consecutive year, the median salary

for graduates across the UK in 2020 is £30,000. While part of that starting salary will be diverted to repaying tuition fees, Combe Grove apprentices will begin their career with no student debt.

Employability

Research commissioned by the Association of Accounting Technicians, conducted among 1,000 organisations employing more than five staff, shows that employers prefer candidates to have experience from an apprenticeship more than having a university degree.

Half of employers said they would prefer to see experience from a relevant apprenticeship or previous position on an applicant's resume, compared to only 24% who said they would prefer a relevant degree. Asked why they prioritise candidates with relevant experience from an apprenticeship or previous position, 71% said it was because candidates had demonstrated their skills in a practical setting, and 62% said it showed they had a better understanding of the world of work.

SOURCE: The Independent

Exploration

Combe Grove apprentices will have the opportunity to explore different career paths, to learn about wellbeing and to provide public benefit to the local community through our charitable work with partner organisations.

Each apprenticeship will include an element of community service, organised by us. In this past this has included an introduction to the work at Genesis Trust and planting days with Bath and Bristol Parks Foundation. Apprentices will have citizenship days built into their learning, including a day at Bristol magistrates court and Bath Air Ambulance.

Experience

External work experience will be offered through our partnership network, which includes both local charities and privately-owned businesses with an active corporate social responsibility mind-set. Our unique relationships with these like-minded organisations allow our apprentices the opportunity to enhance their learning, develop their understanding of their chosen discipline, grow their network and develop valuable people skills.

Reasons to choose Combe Grove

Benefits Package

- Competitive salary throughout your apprenticeship.
- 30 days holiday, including bank holidays
- A day per week dedicated to private study
- Employee pension scheme*
- Employee contributions as part of our Cycle to Work Scheme
- 4 citizenship and community volunteering days per year
- Work experience placements
- Support from an experienced mentor
- Ongoing career conversations and support in finding onward employment
- Attendance at conferences and events in your chosen discipline
- Skills training from the Combe Grove Academy and membership to professional bodies to enhance employability
- Psychometric testing to understand individual strengths and weaknesses
- Regular appraisals and a personal development plan to help meet your objectives
- Personal wellbeing support as part of our Employee Assistance Programme
- Coach House membership with full access to gym, swim, classes and tennis.
- Access to 64 acres of outstanding natural beauty
- Generous discounts on food and drinks, treatments and stays

*NEST pension scheme- employer contributes 3%, employee contributes 5%.

What our Apprentices say



'I really enjoy having college and work at the same time and getting the hands-on experience. I love being able to reflect on what I have learned each day; the people I work with are so knowledgeable and are happy to answer any questions I may have. Everything I have learned really sticks with me when I can put the theory into practice.'

Zion, Level 2 horticulture apprentice

Being an apprentice here at Combe Grove has given me so many responsibilities and has helped me obtain new skills and understand the importance of good marketing. I have found a new passion in photography and hope I can continue to learn new skills and improve each day. I have enjoyed the graphic design elements of my role and I want to use my new skills in my future career. Combe Grove and my apprenticeship has provided a great base and a creative layer to find my own creative style. It has also given me a business mindset, social skills and many lifelong lessons.



Will, Level 3 marketing apprentice



'I love all things fitness related and regularly train in my own time, beating my personal best and constantly trying to improve my own health and wellbeing along with those I work with. I chose an apprenticeship with Combe Grove for the opportunity to learn on the job! I really like being with people and have developed my social skills. I enjoy the opportunity to learn from real life situations, listening to people's issues and trying to help them find a solution. I much prefer it to sitting in a classroom every day. I plan to become a qualified Personal Trainer, specialising in Rehabilitation.

Ed, Level 3 coaching apprentice



Mentors

The Combe Grove apprenticeship model is based on the concept of masters using oral traditions to teach trainees. In line with this tradition, each apprentice will have a Team Leader, hand-picked for their ability to coach, train and develop keen learners. Throughout each apprenticeship, responsibility will build gradually, with second, and third year apprentices offering guidance and support to new apprentices as they join Combe Grove. Not only does this help us build a strong learning culture within the organisation, it helps to create strong bonds based on trust and experience, develop people skills and build confidence.

Kit Harris – Head Chef

Kit began his career at 19 working under Michelin starred Master Chef Peter Gorton in a small restaurant in Devon. Beginning at the kitchen sink, quite literally, he had no interest in a career in hospitality, less so a passion for food, but slowly it dawned on him that everyone likes to eat!

As he observed what was going on around him in the kitchen, he could not help but be inspired. Not only by the chefs in the kitchen but how the whole restaurant ran like clockwork. Since these early days, Kit has seen many sides of the hospitality industry and concluded that as long as you have an aspiration and are prepared to put in 100% effort, a career in cooking/catering can take you almost anywhere.



Now, at Combe Grove Kit is building a kitchen team who create simple, brilliant, nourishing food using the best seasonal ingredients from Combe Grove's own market garden as well as produce from local growers and farmers in and around the Bath area.

Kit's menus are driven both by the farm to table philosophy where every part of the animal is used and nothing is wasted, and his fascination with combining ingredients to create colourful, healthy plant-based dishes that support Combe Grove's notion that food is medicine



Lewin Nicholas – Estate Manager

Lewin is passionate about our connection and relationship to the land and has a strong sense of responsibility for nurturing and caring for it, as ultimately, it sustains all life. This relationship has been a guiding principle from an early age and culminated into his purpose and vocation in life.

The world is changing rapidly, and we need to change with it. Lewin's response to the environmental and social problems we face is with optimism, pragmatism, creativity and compassion. He sees these times as an opportunity to envisage and create a more socially just, richer and deeper life for ourselves.

With a degree in Fine Art coupled with many years working with gardeners, landscapers, tree surgeons, stone masons and designers, working on domestic and commercial projects, Lewin has gained a broad depth of experience and set of skills working in the industry in many different settings from large estates to small gardens. Before his current role of estate manager, Lewin ran his own business designing, building and maintaining gardens with a special focus on edible and wildlife gardening.

Lewin is influenced by Permaculture, an ethical design science that enables people to design, implement and maintain sustainable human habitats and food production systems. Horticulture and farming are central to re-establishing and restoring our balance within ecosystems. Working at Combe Grove in the Estate Team apprentices will gain a holistic experience for land management that encompasses horticulture, ecology, wildlife conservation, farming and woodland management.

"The greatest work every human is being called to do by existence right now is to re-connect with our own nature and to reconnect to nature itself..." Jewels Wingfield

Jocelyn Houghton – Finance Manager

Jocelyn Houghton is an ACA qualified accountant with more than 25 years' experience in Finance. She has worked in a range of industries, including hospitality, and has been employed mainly in SMEs and up to Finance Director level. Jocelyn has a strong belief that Finance is about so much more than figures and sits at the heart of any business. She is keen to share her experience and knowledge as a mentor, developing and supporting apprentices in the early stages of their Finance careers.



Johanna Davies – Marketing Manager

With a 1st class honours degree in Business and Marketing, Jo began her career in London advertising agencies working for 12 years with the brand managers of several household names, helping them to communicate their brand values in a relevant, timely way across all forms of media. Always interested in developing her skills, Jo received a post graduate diploma from the Institute of Direct Marketing and returned to college to study for a photography A level.



In 2017 she qualified in Interior Design with a diploma from KLC School of Design in London and set up an interior design practice with a particular focus on sustainability and wellness, driven both by her interest in the principles of Biophilic Design and her clients wishes for spaces that are low in toxins and that help inhabitants feel restored and revived.

With marketing experience spanning brand strategy, marketing planning and marketing communications, direct marketing, digital marketing and business development, Jo is a keen mentor with a desire to share her knowledge, whilst continuing to learn and develop her own skills. A member of the Chartered Institute of Marketing, Jo is also a recently certified Mental Health first aider.



Sarah Cashell – Personnel Manager

Sarah has 20 years' experience in Human Resources. She is a Level 7 member of the Chartered Institute of Personnel & Development. Opting for a generalist career Sarah has worked in all areas of HR from Recruitment & Selection, Reward & Compensation, Employee Relations and Training & Development. Sarah has international HR experience having lived in the UAE and worked for global companies covering Europe, Middle East, Africa and Asia. Sarah has worked at Business Partner level for Dyson, Emirates, Intercontinental Hotels Group and Bath University and well as for her own HR consultancy Steadfast HR. She has a passion for developing skills and confidence within early careers and Sarah's main approach to HR is one that values invests and nurtures employees while helping the organisation achieve its strategic objectives.



Anette Hall - Deputy Wellness Manager

Anette has worked in the Spa and Wellness industry for over 30 years as a therapist progressing up to managerial and teaching roles. She has worked in large spa resorts, hotel spas and private members clubs both in the UK and abroad.

Having been in managerial roles for the last 10 years her focus is aimed primarily around the well-being of her staff as the work can be both physically and emotionally demanding. Anette is committed to sharing her experiences of therapy work alongside nurturing and encouraging apprentices in what she believes is a most rewarding career.

Felicity Andrews – Deputy Sales Manager

Felicity has always enjoyed interacting with people and was often known as the talkative one at school. This prompted her to pursue a career in hospitality where the opportunity to meet people was more than likely. Working in hospitality provides real opportunities to meet some fascinating people with equally fascinating life stories. No day or guest is ever the same. Felicity has 10 years of hospitality experience working in bars, restaurants and all areas of Combe Grove, from housekeeping, reception, food and beverage and reservations and events. Felicity recognises that experience across all areas of the hotel is crucial to provide the level of service where you can ensure guests are looked after and enjoy their stay. Soon realising that she was able to share her experiences and continued learning with other members of the Team, during her time at Combe Grove Felicity has mentored many apprentices, watching them develop, succeed and flourish.



As Deputy Sales Manager, Felicity's role is diverse, from driving sales and revenue whilst at the same time developing a warm welcome to visitors and overseeing guest services and front of house operations.

'When the guest comes first, the guest will last'. Robert Half

Craig Allen – Deputy Wellness Manager

Craig began at Combe Grove when he was 18, as a General Assistant in the Coach House, during which time he learnt much about the operation of the leisure facility and found his passion for fitness. In order to complete his Level 2 Apprenticeship as a Fitness Instructor, Craig volunteered at Bath YMCA, whilst working full time at Combe Grove. This opened several doors and he was able to complete his Level 3 Apprenticeship in Personal Training, moving to become a full time Personal Trainer at Combe Grove when a vacancy arose, eventually moving into a management role as Deputy Wellness Manager, overseeing the Coach House operations. Craig has mentored many apprentices in fitness and is keen to share his knowledge and experience. His length of service at Combe Grove means he has a depth of knowledge around all aspects of the business, making him an ideal mentor.

Job Title	Digital Marketer Integrated Degree Apprenticeship – Level 6
About the role	<p>We have a fantastic opportunity for a talented individual within our Marketing Team. No previous marketing experience is required, just a willingness to learn. You will be supported in your learning as you study towards a BA (hons) in Integrated Digital Marketing from the University of Gloucestershire. This is combined with a Diploma from the Chartered Institute of Marketing, alongside gaining valuable work experience. The majority of the learning is done on the job here at Combe Grove and you will be given one day a week paid study day to undertake University work. Once a quarter you will be required to attend the University of Gloucestershire for one or two days. Someone from Combe Grove will accompany you on your first visit to orientate you and will support you to make travel arrangements each time. The role involves assisting in the formulation of strategies to build a lasting digital connection with consumers. Planning and monitoring the ongoing company presence on social media. Launching optimized online advertisements to increase company and brand awareness. You will be supported by the Marketing Manager who will mentor you in every aspect of Digital Marketing. You will learn about google ads, analytics, SEO and more. You will be part of a large team of high achieving apprentices studying and working in all aspects of our business, and once qualified to the highest standard we will work with you to secure a role in one of our partner organisations or wider. In addition you will get the opportunity to accompany the Marketing Manager on benchmarking trips to Retreats Restaurants and Hotels undertake competitor analysis. You will get involved in Visit Bath events and festivals and various webinars on different Marketing topics. We will arrange paid work placements for you to experience other companies.</p>
Desired skills	<ul style="list-style-type: none"> • Good standard of written English • Good teamwork ethic - Strong communication skills - Organised multitasker • Experience of using social media • An interest in photography would be advantageous.
Desired personal Qualities	<ul style="list-style-type: none"> • A willingness and desire to learn • Enjoy hands of learning • Able to demonstrate attention to detail.
Desired Qualifications	8 GSCE's at grade 4 or above including Maths, Science and English 3 A-levels at C or equivalent.
Future Prospects	Once qualified you can progress into a variety of roles on your career path such as Sales Exec, Sales Manager or Conference and Events Manager.
Hours and Pay	40 hours a week on a flexible rota basis. This apprenticeship will be carried out over a 3-year fixed term contract. Starting salary is £13,520 rising to £17,056 in your third year. Salaries may be higher for mature students.
Benefits include	<ul style="list-style-type: none"> • 30 days paid holiday including bank holidays • Pension Scheme • Free onsite parking • Access to gym and leisure facilities for you and one other • Staff Meals on Duty

Job Title	Marketing Manager Degree Apprenticeship – Level 6
About the role	<p>We are recruiting for an experienced Marketing professional to join our team as a Deputy Marketing Manager. You will have a minimum of 3 years experience as a Marketing Executive and now be looking to take your first step into management. Alongside this varied and exciting role, you will study towards a Degree Apprenticeship in Marketing. The course includes a Diploma from the Chartered Institute of Marketing. The course is delivered entirely online, through webinars with tutors and peer support groups. You will be given one paid study day per week to focus on your studies. This is a varied and exciting role covering all aspects of Marketing and increasing awareness of Combe Grove. You will input into the Marketing strategy and work on executing various campaigns including digital and social media. You will be involved in marketing promotions which encourage excitement and engagement for new initiatives. You will carry out market research and get involved in communications. You will deliver the required collateral including sales brochures.</p>
Desired skills	<ul style="list-style-type: none"> • Minimum of 3 years experience in Marketing • Experience of writing content for campaigns- first rate proof reading and editing skills • Graphic design experience is desirable • Experience of digital and social media campaigns • An interest and understanding of Ecology and Wellness is essential
Desired personal Qualities	<ul style="list-style-type: none"> • A willingness and desire to learn • Enjoy hands of learning • Able to demonstrate attention to detail • Able to work to deadlines.
Desired Qualifications	8 GSCE's at grade 4 or above including Maths and English 3 A-levels at C or equivalent.
Future Prospects	Once qualified you can progress into a variety of roles on your career path such as Marketing and Communications Manager, Brand Manager or Creative Designer.
Hours and Pay	You will be required to work 40 hours a week on a flexible rota basis. This Degree Apprenticeship will be carried out over a 3-year fixed term contract. Salary is £20,000- £25,000 depending on experience.
Benefits include	<ul style="list-style-type: none"> • 30 days paid holiday including bank holidays • Pension Scheme • Free onsite parking • Access to gym and leisure facilities for you and one other • Staff Meals on Duty

Job Title Business to Business Sales Professional Degree Apprenticeship – Level 6

About the role We are currently looking for a talented person to study towards a Degree Apprenticeship with the University of Middlesex. No prior experience of Sales is required, just a willingness to learn. This exciting role sits within our Sales team. Its purpose is to sell conference space, events and corporate health club membership to organisations, societies and businesses. The role may also form collaborations with various suppliers to provide enhanced services and packages to our guests. You will be trained on how to conduct show-rounds for customers interested in booking events at Combe Grove. You will collate event information regarding timings, layouts and catering and pass to the operational teams for delivery. The role would suit someone who enjoys talking to new people. This is not a high-pressured sales environment with targets. You will undertake research, gather contacts and keep records. You will support the Retreats Manager to sell our space to 3rd parties for events such as yoga and mindfulness retreats. You will be fully supported in your role by the Sales Manager.

- Desired skills**
- Chatty friendly positive and outgoing
 - An interest in conference and events particularly relating to Wellness
 - Able to interpret customer needs
 - Strong IT skills
 - Good teamwork ethic
 - Strong communication skills over the telephone and in person
 - Organised multitasker.

- Desired personal Qualities**
- Enjoy hands on learning
 - Ability to demonstrate attention to detail
 - Share the ethos of protecting the environment and supporting wellbeing
 - A flexibility to work different shifts if required and be part of a team.

Desired Qualifications 8 GSCE's at grade 4 or above including Maths and English
3 A-levels at C or equivalent - preferably in Business Studies

Future Prospects Once qualified you can continue your career path as a Marketing Exec, Deputy Brand Manager or Deputy Communications Manager. We will support you to find onward employment.

Hours and Pay You will be required to work 40 hours a week on a flexible rota basis. This Apprenticeship will be carried out over a 3-year fixed term contract. Starting salary is £13,520 rising to £17,056 in your third year. Salaries may be higher for mature students.

- Benefits include**
- 30 days paid holiday including bank holidays
 - Pension Scheme
 - Free onsite parking
 - Access to gym and leisure facilities for you and one other
 - Staff Meals on Duty

Job Title Hospitality Supervisor, Reception/Concierge – Level 3

About the role We are currently looking for individuals passionate delivering outstanding customer service and committed to learning from a highly experienced Management team in this unique apprenticeship offering. The role encompasses working on reception, supporting the reservations team, checking guests in and out and acting as a concierge looking after every element of the guest experience. You will be part of a large team of high achieving apprentices studying and working in all aspects of our business, and once qualified to the highest standard we will work with you to secure a role in one of our partner organisations or wider.

The Apprentice Hospitality Supervisor will be a vital part to the smooth operation of a number of business sectors. You will be a key representative and contact for visitors and guests. Roles would include but are not limited to:

- Checking guests in and out and learning about reception
- Taking reservations for accommodation and conferences
- Support the sales team with the running of events and weddings
- Learn about leadership and supervision and high-quality customer service.

- Desired personal Qualities**
- Passionate about developing your skills in the hospitality and customer service sectors
 - A willingness and desire to learn
 - A smart and tidy appearance
 - Tact and diplomacy for dealing with demanding customers
 - Flexibility to work weekends and be part of a team.

Desired Qualifications 8 GSCE's at grade 4 or above including Maths, Science and English
3 A-levels at C or equivalent.

Future Prospects The L3 Hospitality Supervisor is a great way of becoming multi skilled and learning about each area of Hospitality. Potential onward employment could be Front of House Manager, Events Co-ordinator, Reservations Manager or the transferable skills could be used in a different sector as a supervisor.

Hours and Pay You will be required to work 40 hours a week on a flexible rota basis and you should be prepared to work evenings and weekends. This Apprenticeship will be carried out over a 3-year fixed term contract. Starting salary is £13,520 rising to £17,056 in your third year. Salaries may be higher for mature students

- Benefits include**
- 30 days paid holiday including bank holidays
 - Pension Scheme
 - Free onsite parking
 - Access to gym and leisure facilities for you and one other
 - Staff Meals on Duty

Job Title	Community Activator Coach and Leisure Duty Manager Apprenticeship – Level 2 & Level 3
About the role	<p>An exciting opportunity exists for a sport and exercise loving individual to join our Coach House Health Club. We have approximately 1000 members who enjoy our facilities including gym, classes, tennis, indoor and outdoor pools. Our mission is to help guests and members achieve their health and fitness goals while promoting a healthy lifestyle.</p> <p>No previous leisure experience is required, just a willingness to learn. You will be supported in your learning as you study towards a level 2 Community Activator Coach. This qualification involves working with members from all backgrounds and ages with a variety of different goals. Built into this qualification is gym instructing and teaching group fitness classes. You will get involved in activities and develop customer service to an excellent standard. From there you can opt to continue to a level 3 in Personal Training, learning about anatomy and physiology or a level 3 Leisure Duty Manager where you'll learn every aspect of running a health club from pool maintenance, health and safety and membership queries. The choice is yours!</p> <p>All of your learning will be completed on the job. The training provider is Babcock who are leaders in the Fitness and Leisure Education sector. An assessor will make regular visits to support you in your learning and you will be mentored by our Coach House Manager. One day each week will be a paid study day where you can focus on your studies. You will be part of a large team of high achieving apprentices studying and working in all aspects of our business, and once qualified to the highest standard we will work with you to secure a role in one of our partner organisations or wider.</p> <p>As part of your personal development you will attend a number of skills sessions run in our Combe Grove Academy. We will arrange paid work placements for you to experience other companies and enhance your experience.</p>
Desired Qualifications	8 GSCE's at grade 4 or above including Maths and English 3 A-levels at C or equivalent - preferably in PE
Future Prospects	Once qualified you can continue your career path as a self employed Personal Trainer, Fitness Instructor or Leisure Centre Manager. We will support you to find onward employment.
Hours and Pay	You will be required to work 40 hours a week on a flexible rota basis. This Apprenticeship will be carried out over a 3-year fixed term contract. Starting salary is £13,520 rising to £17,056 in your third year. Salaries may be higher for mature students.
Benefits include	<ul style="list-style-type: none"> • 30 days paid holiday including bank holidays • Pension Scheme • Free onsite parking

Job Title	Advanced Beauty Therapy – Level 3
About the role	<p>We are currently looking for individuals passionate delivering outstanding We are currently looking for individual's passionate about holistic wellness and who are committed to learning from the experienced team at Combe Grove. The role will be diverse, with the main focus on massage, aromatherapy, and other tradition treatments such as waxing, manicures and pedicures. You will join a Wellness Retreat committed to helping people rejuvenate and recover through a range of complementary therapies.</p> <p>You will be part of a large team of high achieving apprentices studying and working in all aspects of our business, and once qualified to the highest standard we will work with you to secure a role in one of our partner organisations or wider. The Apprentice Therapist will be a vital team member to help support Combe Grove's become a wellness retreat offering therapies to guests, members and visitors. The role would include but not be limited to:</p> <ul style="list-style-type: none"> • Learning how to complete different massages • Taking bookings and using the online booking system • Learn about creating a relaxing atmosphere for clients and bespoke treatments to their needs • Learn about aromatherapy • Understand Health and Safety.
Desired personal Skills & Qualities	<ul style="list-style-type: none"> • You will already hold a level 2 Beauty Therapy qualification or have experience working in the beauty industry • A willingness and desire to learn • A smart and tidy appearance • Tact and diplomacy for dealing with customers • Flexibility to work weekends and be part of a team.
Desired Qualifications	8 GSCE's at grade 4 or above including Maths, Science and English 3 A-levels at C or equivalent.
Future Prospects	Once qualified learners can continue their careers within Spas or Salons as a Spa Manager or self-employed practitioner of Aromatherapy or equivalent.
Hours and Pay	You will be required to work 40 hours a week on a flexible rota basis and you should be prepared to work evenings and weekends. This Apprenticeship will be carried out over a 3-year fixed term contract. Starting salary is £13,520 rising to £17,056 in your third year. Salaries may be higher for mature students
Benefits include	<ul style="list-style-type: none"> • 30 days paid holiday including bank holidays • Pension Scheme • Free onsite parking • Access to gym and leisure facilities for you and one other • Staff Meals on Duty

Job Title	Commis Chef Level 2 - leading to Chef De Partie Level 3
About the role	<p>We are currently looking for individuals passionate about fresh, local nutritious food and committed to learning from our experienced Head Chef. Our team of Chefs are committed to providing local, sustainable, healthy and delicious food. There is a weekly seasonal menu changes supported by using organic produce, grown on site.</p> <p>You will be part of a large team of high achieving apprentices studying and working in all aspects of our business, and once qualified to the highest standard we will work with you to secure a role in one of our partner organisations or wider.</p> <p>The Apprentice Commis Chef will be essential to the smooth operations within the kitchen at Combe Grove. The roles would include, but are not limited to:</p> <ul style="list-style-type: none"> • Preparing delicious nutritious meals for guests and members • Learn and have exposure to every section of the kitchen • Be involved in the launching of the new café and juice bar and food take-away service available for members • Cook everything from fresh ingredients • Have exposure to catering for large events such as conferences, retreats and weddings.
Desired personal Skills & Qualities	<ul style="list-style-type: none"> • Passion for food and interest in nutrition for wellbeing. • Experience cooking a variety of dishes, obtained either at home or through a part time job • Good teamwork ethic
Desired Qualifications	<p>Minimum age 18 (applications and interviews can take place at the age of 17)</p> <p>8 GCSE's at grade 4 or above including Maths, Science, English & Food Technology</p> <p>3 A-levels at C or equivalent ONC - preferably in Food Technology</p>
Future Prospects	<p>Once qualified as a Chef De Partie you will be able to run a section of the Kitchen. This opportunity may lead to you obtaining a Chef De Partie role in a catering outlet or further study to become a Sous Chef and then Head Chef, either at Combe Grove or elsewhere.</p>
Hours and Pay	<p>You will be required to work 40 hours a week on a flexible rota basis and you should be prepared to work evenings and weekends. This Apprenticeship will be carried out over a 3-year fixed term contract. There will be 1 day per week at Wiltshire College in the first year. Starting salary is £13,520 rising to £17,056 in your third year. Salaries may be higher for mature students.</p>
Benefits include	<ul style="list-style-type: none"> • 30 days paid holiday including bank holidays • Pension Scheme • Free onsite parking • Access to gym and leisure facilities for you and one other • Staff Meals on Duty

Job Title	Horticulture and Landscape Operative Level 2 - Leading to Horticulture and Landscape Supervisor Level 3
About the role	<p>We are currently looking for individuals passionate about horticulture and landscaping, who are committed to learning from the Estate Manager whose holistic approach has allowed Combe Grove to grow their own nutritious food and help improve their sustainability. The role will be diverse, encompassing maintaining the estate gardens and ancient woodland, growing produce, learning about different plant species and hands on experience working with livestock. We have 64 acres of lush grounds that need maintaining, managing and cultivating. We create a wildlife haven and a diverse ecosystem.</p> <p>You will be part of a large team of high achieving apprentices studying and working in all aspects of our business, and once qualified to the highest standard we will work with you to secure a role in one of our partner organisations or wider. The Horticulture Apprentice will be essential to the maintenance of Combe Grove's 64-acre estate, which encompasses gardens and ancient woodland. The roles would include but are not limited to:</p> <ul style="list-style-type: none"> • Using a variety of tools and equipment safely • Coming up with creative ideas to help guests & members interact with nature • Learning about Agriculture, Arboriculture and Horticulture • Design and planning of natural spaces • Grow products in the no dig market garden.
Desired personal Skills & Qualities	<ul style="list-style-type: none"> • Interested in plants, nature and wildlife. • Physically fit and able to work outside in all weathers • Good teamwork ethic • Share the ethos of protecting the environment and supporting wellbeing.
Desired Qualifications	<p>Minimum age 18 (applications and interviews can take place at the age of 17).</p> <p>8 GCSE's at grade 4 or above including Maths, Science and English.</p> <p>3 A-Levels at C or equivalent preferably in biology.</p>
Future Prospects	<p>This could lead to a number of career opportunities such as Estate Management, Landscape Architecture and Environmental Science Professions.</p>
Hours and Pay	<p>You will be required to work 40 hours a week on a flexible rota basis and you should be prepared to work evenings and weekends. This Apprenticeship will be carried out over a 3-year fixed term contract. There will be 1 day per week at Wiltshire College in the first year. Starting salary is £13,520 rising to £17,056 in your third year. Salaries may be higher for mature students.</p>
Benefits include	<ul style="list-style-type: none"> • 30 days paid holiday including bank holidays • Pension Scheme • Free onsite parking • Access to gym and leisure facilities for you and one other • Staff Meals on Duty

Job Title	Accounting Level 3 - leading to Accounting Level 4
About the role	<p>We are currently looking for individuals who enjoys working with numbers and is logically minded and committed to learning from a highly experienced Finance Manager. The role will be diverse, encompassing the management of invoices, learning about taxations and budgets and the ability to use a variety of financial systems. You will be part of a large team of high achieving apprentices studying and working in all aspects of our business, and once qualified to the highest standard we will work with you to secure a role in one of our partner organisations or wider. The Finance Apprentice will be a key part to the smooth running of the Finance department. The role will include but not be limited to:</p> <ul style="list-style-type: none"> • Processing payments and managing invoices • Monitoring and maintaining accounts • Learning about taxations and budgets • Using financial systems • Reconciling and analysing financial information. <p>As part of your personal development you will attend a number of skills sessions run in our Combe Grove Academy. We will arrange paid work placements for you to experience other companies and enhance your experience. We also arrange volunteering or community days which all Apprentices attend together to widen their experience.</p>
Desired personal Skills & Qualities	<ul style="list-style-type: none"> • Numerate and logical thinker who enjoys working with numbers. • Strong IT skills • Good teamwork ethic and strong communications skills
Desired Qualifications	<p>8 GCSE's at grade 4 or above including Maths, Science and English 3 A-levels at C or equivalent preferably Maths and Business Studies</p>
Future Prospects	<p>Once qualified you can progress onto a variety of roles on your career path such as Assistant Accountant and Sales Ledger Clerk. On completion of this qualification you may choose to do a degree level apprenticeship encompassing ACCA.</p>
Hours and Pay	<p>You will be required to work 40 hours a week on a flexible rota basis and you should be prepared to work evenings and weekends. This Apprenticeship will be carried out over a 3-year fixed term contract. Starting salary is £13,520 rising to £17,056 in your third year. Salaries may be higher for mature students.</p>
Benefits include	<ul style="list-style-type: none"> • 30 days paid holiday including bank holidays • Pension Scheme • Free onsite parking • Access to gym and leisure facilities for you and one other • Staff Meals on Duty

Job Title	HR Advisor Apprentice
About the role	<p>We are currently looking for an individual who is passionate about developing their HR career. The ideal candidate will be part qualified, already having worked in HR for a minimum of 2 years and already holding a level 3 CIPD. This is an opportunity to continue to Level 5 and study alongside a varied and rewarding HR Advisor role.</p> <p>You will attend Wiltshire College and University for one day a week and work for the remaining days, being paid for a 5 day week. The role will support the HR Manager to provide an excellent service to employees and managers. This generalist role will be actively involved in recruitment, employee relations, reward and recognition and training and development. The role will be diverse, encompassing the use of HR systems, understanding payroll and working on and developing staff engagement and change management projects. You will be empowered to get involved in absence management, disciplinary and grievance and conducting investigations.</p> <p>You will be part of a large team of high achieving apprentices studying and working in all aspects of our business, and once qualified to the highest standard we will work with you to secure a role in one of our partner organisations or wider.</p> <p>As part of your personal development you will attend a number of skills sessions run in our Combe Grove Academy. We will arrange paid work placements for you to experience other companies and enhance your experience. .</p>
Desired personal Skills & Qualities	<ul style="list-style-type: none"> • 2 years experience in HR with a level 3 qualification. • Strong IT skills and administrative prowess • Good teamwork ethic, with strong communication skills • Organised multitasker with time management skills.
Desired Qualifications	<p>8 GCSE's at grade 4 or above including Maths, Science and English. 3 A-Levels at C or equivalent preferably in English and/or Business Studies.</p>
Future Prospects	<p>Once qualified you can progress onto a variety of roles on your career path such as HR Manager, HR Business Partner or HR Consultant. You may want to continue to study for the level 7 CIPDs.</p>
Hours and Pay	<p>You will be required to work 40 hours a week on a flexible rota basis. This Apprenticeship will be carried out over a 3-year fixed term contract. Salary is £18,000 to £20,000 depending on experience.</p>
Benefits include	<ul style="list-style-type: none"> • 30 days paid holiday including bank holidays • Pension Scheme • Free onsite parking • Access to gym and leisure facilities for you and one other • Staff Meals on Duty



COMBE GROVE

Brassknocker Hill, Monkton Combe, Bath BA2 7HU

T: 01225 838680 E: hello@combegrove.com

www.combegrove.com

