



Candidate brief for the position of:

Caretaker

Bullers Wood Multi Academy Trust

Application Deadline – ASAP





Dear Applicant

Thank you for expressing an interest in the post of Caretaker at Bullers Wood Multi Academy Trust. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available in October and offers an exciting opportunity to join an enthusiastic staff who are committed to making a real difference.

The Trust was formed in February 2018 following a successful application under the Free Schools programme to open a secondary boys' school to join the existing and very successful girls' school and offers opportunities for enhanced professional and career development for colleagues working within the Trust.

The Girls' school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and in recent years we have been congratulated by the Minister of State for Schools on our achievements at GCSE level, placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for pupils achieving the English Baccalaureate. We have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

The successful candidate will join the Trust at an exciting time as September 2018 saw the opening of a new secondary free school, Bullers Wood School for Boys.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description.

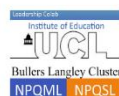
If you have any questions, please contact Caroline Sharp, Human Resources on 0208 467 2280 ext 320 or email csharp@bwsgirls.org

We very much hope to receive your application.

Yours sincerely

T Millar
Executive Headteacher

q u o d p o t e s t e n t a





Overview

The position reports to the Site Manager.

Person Specification

We are seeking to appoint for October 2021. You will be required to undertake the tasks as outlined in the job description below.

The successful applicant is likely to demonstrate the following qualities/skills:

- *be well organised*
- *knowledge of Health and Safety*
- *be flexible, self-motivated and self-directed*
- *be able to work effectively with others*
- *be calm under pressure*
- *have good practical DIY skills*
- *have attention to detail*
- *have a clean driver's license*

The successful candidate must be willing to uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.

The Role

Job title: Caretaker

Start Date: ASAP

Salary Range: BR4 £20,875 - £21,237

Hours of duty: 36 hours per week on split duty (early or late shift) to be worked flexibly to include absence cover, plus additional hours for overtime and lettings as appropriate 52 weeks per annum.

Holiday entitlement: 20 days annual leave plus 2 days for Statutory Holidays and 2 Concessionary days to be determined by the school. Increasing to 25 days after 5 years.

Core purpose:

Purpose of the post

To assist the Site Manager and the Site Team with assorted caretaking duties covering security, heating, lighting and (as directed) the cleaning of premises, for portering, minor repairs and maintenance, and general duties of this kind associated with the smooth running of the school. Working hours may be subject to variation, unsocial hours and weekends will be necessary from time to time.



Responsibilities

a) **Maintenance**

Assist the Site Manager with the planned maintenance programme and ad hoc running repairs for the school buildings and grounds, having due regard to Health and Safety requirements, including:

- *Carry out improvements and maintenance of the buildings, both internal and external*
- *Undertake painting jobs as required.*
- *Assist with any minor construction projects*
- *Assist with the maintenance and operation of heating, lighting, ventilation, water supplies, drainage and sanitation on site, with particular regard to economy and conservation.*
- *Fix shelves, bookcases etc.*
- *Keep drains, gutters and gullies clear and free flowing*
- *Change light bulbs*
- *Undertake minor plumbing repairs*
- *Weekly checks on school mini buses for safety and for cleaning.*
- *Shared responsibility for waste paper recycling*

b) **Security and Health & Safety**

- *Carry out security procedures for the school buildings and grounds including operation of the alarm system.*
- *Carry out routine and non-routine closing of the buildings and grounds and accept keyholder responsibilities. Carry out opening of the premises as required. The Site Team is a point of call for emergencies and needs to be reasonably available.*
- *In conjunction with the Site Manager, ensure that adequate safety measures are taken at all times by the Health and Safety at Work Act.*
- *Assist in ensuring that all cleaners and visiting contractors on site work within these requirements to ensure the proper safety of staff, students and visitors within the school site.*
- *Supervise control of vehicles entering school premises and prevent trespass on the premises ensuring that unauthorised entry and parking of vehicles does not occur.*
- *Assist with the checking and recording of all fire safety equipment.*

c) **Lettings**

Be available to undertake lettings of grounds and buildings in the evenings or at weekends, as and when required.



d) Caretaking

- Accept and deliver mail, stores, materials and other goods and transport them as required to locations on the school site. Despatch and carry post and other goods from the school and within the school as required.
- Ensure that all hard surface areas and paths and the woods are free of litter and leaves.
- Upkeep and general care of the school and grounds
- Ensuring that external rubbish is stored appropriately
- Pick up litter and be responsible for the removal of all debris from paths, grassed areas, flowerbeds and entrances.
- General portering duties and moving of furniture
- Assisting teaching staff with simple tasks as requested
- Lettings as required
- Receive and check goods and supplies and take them to the appropriate place.
- Ensure that all refuse is disposed of promptly and stored away from the buildings
- Routinely clean lamp shades and light diffusers.
- Ensure that clear passage is maintained on fire escape routes
- Report any defects of building, furniture, fittings and equipment to the Site Manager
- Keep all hard surfaces free of weeds
- Make safe any hazards and ensure that the area is cordoned off.
- Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors.
- Undertake cleaning of the school when required.

e) Other

- Undertake any other duties or training as required by the Headteacher (or their representative) commensurate with the general level of responsibilities of the post.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.



Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email Caroline Sharp, Human Resources, on ext 320 or csharp@bwsgirls.org.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- iv. In section 9 Letter of Application, please tell us
 - Why you are applying for this post
 - How your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and requirements of the job description.

Send your completed application form by email (if downloaded from our website) or through the post to:-

Mrs Caroline Sharp
Human Resources
Bullers Wood School
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

csharp@bwsgirls.org

Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will
 - be given a tour of the school
 - usually have an opportunity to meet with members of the department
 - normally be expected to conduct a short task.
 - Have an interview.



Pre-employment Checks

Bullers Wood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- *Provide details of two referees who know you in a professional capacity. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.*
- *Provide proof of all relevant qualifications.*
- *Provide proof of eligibility to work in the UK*
- *Complete a Medical Declaration and receive fitness to work.*

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

