

Application Pack

Vacancy Title:	Caretaker
Hours/FTE:	Full time, 37 hours per week, all year round.
Closing date:	12 noon on Friday 30 June 2023
Interview date:	Interviews will be held in the week commencing 10 July 2023
Salary:	NJC Grade 4 (Points 4-5) £21,189 – £21,575 pro rata.

Our Facilities Team is essential to the smooth running of the school. The team supports the teaching and learning of our students by ensuring the site and school buildings are safe, clean and health and safety compliant.

Reporting to the Facilities Manager, you will assist in providing security, cleanliness and maintenance services across the school. Some shift work relating to unlocking and locking the school will be involved.

A good team player, you have a practical and can-do approach to work.

For further details and an application form please contact us or visit the school website. A Gillotts application form must be completed in all cases.

Closing date for applications: 12 noon on Friday 30 June 2023
Interviews will be held in the week commencing 10 July 2023

Gillotts is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. All staff are expected to promote fundamental British values. The successful candidate will be required to undertake an Enhanced DBS Disclosure.

Gillotts School is a registered company limited by guarantee.
Reg Number: 07954417



How to apply:

For further details of this exciting opportunity to join a supportive, forward looking and friendly team in a highly successful, happy and popular school, please visit our website at www.gillotts.org.uk.

Completed applications should be submitted to applications@gillotts.org.uk. Please note a Gillotts application form must be completed in full, in all cases.

June 2023

Dear colleague

Thank you for your interest in joining the staff of Gillotts School.

Gillotts is a very successful comprehensive academy. Our philosophy is based firmly on the belief that all members of the school community have unique gifts and talents and our task is to help everyone to develop them, not only to raise standards of attainment but also to help students to experience the real joy of learning so that their learning goes on long after they have left school.

Our support staff are a highly motivated, dynamic and committed team. The invaluable assistance they provide underpins the work of the teaching staff in supporting our students' learning. We work together to this end.

Enclosed is a job description and person specification for Caretaker.

The role is part of the Facilities Team and is one of two Caretakers on site. You will be involved in a range of standard daily and weekly activities across the school, as well as one off tasks and projects as directly by the Facilities Manager via the Premises Helpdesk.

You should be able to work effectively as a part of a team, with a positive approach to work. Previous caretaking, maintenance work or general building experience would be an advantage but not essential.

This is a full time 37 hours per week, all year round post. Some shift work around opening up and locking the school will be required.

Please do not hesitate to ring us if you would like to discuss the post before submitting your application. We are as interested in potential as we are in experience and full training will be given. Please make clear in your application the ways in which your abilities and experience make you a suitable candidate for the post.

The closing date for applications is noon Friday 30 June 2023. Interviews are likely to take place week commencing 10 July 2023. Please note that a Gillotts application form must be completed in all cases. We will only consider a CV as supplementary to a fully completed application form.

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced Disclosure via the Disclosure and Barring Service.

I look forward to reading your application and to welcoming an enthusiastic and experienced colleague to Gillotts.

Yours sincerely

Ms Catharine Darnton
Headteacher

Job Description

Job Title: Caretaker

Current post holder:

Responsible to: Facilities Manager

Terms & Conditions : NJC Grade 4 (points 4-5)

Hours : Full time (37hpw). Shift times to be discussed at interview, but range from 7am-8pm. Shifts may vary by arrangement to accommodate school events and to cover staff absences.

Objectives:

- To contribute fully to the caretaking collaborative team ethos. Directed tasks are the priority but there will also be an expectation the post holder will be proactive in dealing with site issues.
- To maintain high standards of cleanliness and maintenance, in order to support teaching and learning
- To maintain the security and safety of the school site on a day-to-day basis

Main duties and responsibilities

1. Ensure that the School buildings and Estate are open or secure as required.
2. Ensure the School Estate is kept safe and tidy including any ad hoc cleaning.
3. Provide support services to assist in the day to day operation of the School, external lettings and other events. Typically, duties would include liaising with staff and hirers to meet their needs, setting up rooms and halls for a variety of events, moving furniture and traffic management duties.
4. Undertake, minor maintenance such as installations, renovations, redecoration and reactive maintenance, including keeping fixtures, fittings and furniture in a good state of repair as directed by the Facilities Manager. This will include internal and external areas.
5. Ensure that all allocated equipment and materials are used in the correct manner and stored safely and securely in order to prevent unauthorised access and potential accidents/misuse. Report any issues with the plant or equipment to the Facilities Manager.
6. Undertake physical activities, such as moving furniture and other equipment some of which may be heavy. Undertake the delivery of mail and parcels across the School Estate.
7. At all times to perform duties in line with the Schools policies and procedures, ensure all staff are fully compliant with Health and Safety and to take remedial action where hazards

are identified. Where hazards or concerns are serious, report to the Facilities Manager immediately.

8. Liaise with contractors whilst on site to ensure their safety and that of staff and students is maintained, and that disruption to the daily routine of the School is minimised.
9. Complete daily and weekly maintenance priorities as directed by the Facilities Manager and ensure work is completed to the required standard and within appropriate time scales.
10. As directed, undertake weekly and monthly safety checks and complete documentation with any deficiencies being reported to the Facilities Manager immediately.
11. Undertake any reasonable tasks, as directed by the Business Manager or Headteacher

The duties of the post may vary from time to time without changing the general character or the level of responsibility

Child Protection *The post holder is responsible for ensuring all county child protection policies are adhered to and concerns are raised in accordance with these policies.*

Health & Safety *All employees have a responsibility to cooperate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all team members for which they have general management responsibility.*

Person specification

Role: Caretaker

The person appointed will be the one who most nearly fits this specification.

Qualifications and experience:

Experience of working within a people-related environment

Experience of working in the construction/maintenance or other relevant industry

Awareness of health & safety requirements within a working environment including risk assessments.

Suitability to work with young people*

Knowledge and skills:

Able to undertake day to day maintenance jobs and minor works

Able to keep accurate records using IT systems (training will be given)

Ability to form and maintain appropriate relationships and personal boundaries with young people*

Personal attributes and attitudes:

A liking for a busy environment and ability to interact with people of all ages

Good personal organisation and time management

Willing to work shifts/flexibly to cover occasional weekend work, illness or annual leave within the site team

Ability to work as a member of a team

Be prepared to attend relevant training sessions as required

Emotional resilience*

* DfES – Safeguarding Children – Recruitment and Selection June 2005

About Gillotts School

Gillotts is a school that takes great pride in its unique identity. It is one of four mixed 11-16 schools in south-east Oxfordshire and its 900 students come from Henley and the surrounding villages. The school occupies a 33 acre site on the edge of Henley-on-Thames, which incorporates a Victorian house as well as extensive grounds, both of which contribute to the school's special character.

Gillotts places innovation in teaching and learning at the heart of its development. There is a strong pastoral focus too, recognising that students' well-being is crucial to their learning. Academic standards at Gillotts are both high and improving. In the GCSEs taken in 2022, 71% of students achieved grade 5 or above in English and Mathematics.

Gillotts however also prides itself on being a welcoming and inclusive community. Its motto – 'non nobis solum' – translates as 'not by ourselves alone' and the sense of teamwork, collaboration and cooperation underpins the life of the school.

Gillotts

Vision, values and strategic aims

Non nobis solum – Not by ourselves alone

Vision

Gillotts is a high performing, innovative school where every student is valued as an individual, and is supported and encouraged to achieve their potential. We pride ourselves on being inclusive of all, developing academic achievers and individuals who make a positive contribution to society now and in their future lives.

Values

As individuals –we value –

everyone as an individual, capable of growth, change and development; self-respect; self-belief; courage, humour; honesty; integrity; dedication; commitment; generosity of spirit; flexibility; vision; initiative; open-mindedness

In our professional relationships with each other –we value –

all staff, whatever their role; clarity in determining roles and responsibilities; respect for the unique contribution of different parts of the curriculum; effective communication; transparency; teamwork; good timekeeping; pride in our achievements; professional development; confidence in each other's support

In our relationships with our students –we value –

justice; equality; mutual respect; fairness; consistency; courtesy; high expectations; trust; achievement

In the experience of learning in our school –we value –

the joy of learning; creativity; a spirit of enquiry; risk-taking; exploration of ideas; challenge; raising aspiration; inclusion; hard work; celebration of achievement; freedom to express ideas

and views; opportunities for reflection; sense of purpose; inventiveness; independence; rigour; mistakes as means of learning

In our capacity as a community school –we value –

partnership with parents, governors and the wider community; lifelong learning; human rights; preparing young people to become effective, responsible citizens; skills for life and for work

In our environment –we value –

an atmosphere conducive to learning; safety; respect for property; healthy living; sustainability

Vision for the medium term

Gillotts School is proud of its successes and proud of its identity. We believe in achievement for all and want to secure the best outcomes for all our learners, without exception. We want to continue to raise students' expectations of themselves and develop them as independent learners, ready for the challenges ahead.

We will build on our success as a highly inclusive and integrated community by enhancing the opportunities for interaction and engagement with the school beyond the planned curriculum, encompassing students' social time within the school day and enhancing opportunities for the use of the school site by the community.

Teaching and learning are at the heart of this school. We see Assessment for Learning as the single most powerful lever for improved teaching and learning, and hence improved attainment and progress. We continue to develop an increasingly personalised approach to CPD recognising that teachers, as professionals, are the best placed to drive their own development.

We will build on our outstanding curriculum, underpinned by a deep understanding of student progress and a commitment to developing the wider skills valued by higher education and employers. Our curriculum will give learners the knowledge and cultural capital they need to succeed in life, whatever their starting point. Knowledge underpins and enables the application of skills – we see knowledge and skills as intertwined.

Seamless, embedded access to ICT supports interaction, collaboration and feedback. We will break down the artificial boundary of the limits of the school day to support the integration of students' learning in school, at home and on the move. A comprehensive and flexible ICT solution is an essential means to this end. Every student has access to a handheld device to motivate and support learning. We will support students to be confident and reflective users of technology, in preparation for their adult lives.

Our motto, "Not by ourselves alone", will continue to underpin an ethos centred on the core values of kindness, respect and living without harm. We know that students will only thrive in their learning when their basic needs are met and we will continue to work towards this goal, through our extended team which offers outstanding pastoral care and by maintaining and developing our partnerships with external agencies who can provide specialist care and support. We will continue to develop the support we offer to parents to enable them in turn to support us as they work alongside their children.

We have an inspirational site – 33 acres with extensive woodland, on the site of the local manor house, parts of which (including two associated cottages) remain. The school is set on the fringes

of the town with extensive views across the Thames valley. We want to use the stunning environment to help excite and inspire and students and staff to move the school's performance to the next level, making it an outstanding place to study and work with results securely in the top 10% of schools nationally.

Redeveloping the school environment will enable us to achieve all this by allowing us to maximise the potential of the site. It will support us to meet the challenges we face by ensuring we have buildings that are fit for purpose and so allow us to focus on our core priority of continuously improving outcomes for all our young people.

Strategic aims

The primary function of the school is to serve its students and the local community in the best possible way. Bearing this in mind, together with the overall target of being an outstanding school, the Governing Body and the School will work together:-

Primarily (Aim 1):

- **To maximise achievement through effective and inspiring teaching**

And:-

Aim 2

- **To maintain a distinctive curriculum offer tailored to the needs of our students, ensuring that 21st century technology is used effectively to support teaching and learning**

Aim 3

- **To promote personal development by the provision of outstanding support and guidance**

Aim 4

- **To provide a built environment fit for the purpose of 21st century teaching and learning**

Aim 5

- **To promote Gillotts' position as Henley's first class community school**

This document was adopted at a meeting of the Governing Body on 29 November 2022. It is reviewed annually.

Catharine Darnton
Headteacher

David Gorsuch
Chair of Governors

Safeguarding Children

It is the responsibility of all staff to promote and safeguard the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact, and to adhere to and ensure compliance with Gillotts School's Child Protection Policy Statement at all times. If in the course of carrying out duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Headteacher.

Gillotts is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Online searches

For all shortlisted candidates, we will carry out an online search as part of our due diligence. The reason for the check is to identify any concerns with suitability to work with children and keep them safe. The search will be carried out by the school's HR Manager and they will only pass on information to the panel that may need to be explored at interview.

A search will be carried out using a search engine using the candidate's name, location and current employer. The purpose of the search is to identify any concerns about a candidate, with a focus on recent time.

Living and working in Henley on Thames

Henley-on-Thames is a pretty riverside Oxfordshire market town, on one of the most beautiful stretches of the River Thames, in gently wooded, rolling countryside. With a population of 10,000, it is an hour west of London and close to the M4 (Junction 8/9) and M40 (Junction 4). The town has a variety of restaurants, cafés and pubs as well as high street shops and specialist retailers, excellent schools and leisure facilities.

Henley has a reasonable public transport network, with trains running directly to Paddington at peak times and a good bus service in and around the town. There is a variety of accommodation available to buy or rent in Henley and the nearby towns of Reading, High Wycombe, Maidenhead and Oxford.

Henley is dedicated to maximising its riverside location and has an international reputation for the world's greatest rowing regatta. The town also hosts the Henley Festival, and the 80's music festival Rewind.

Gillotts School is situated adjacent to Henley Leisure Centre, which offers discounted membership for Gillotts staff.