



Part-time Assistant Caretaker

Required to start as soon as possible

Part-time Assistant Caretaker

The advertisement in the TES is as follows;

We are looking to recruit a cheerful, enthusiastic and highly committed part-time Assistant Caretaker to work from 6.30am to 10.30am, Monday to Friday. In addition there are times where the school has functions or events in the afternoon or evening that the Assistant Caretaker will be required to assist with and will be remunerated for. The role involves liaising with the Operations Manager, managing parking and assisting the School Caretaker to ensure that our children learn in a safe, clean and healthy environment. The successful candidate will be an important member of our team and have a positive approach to this key role.

Applications will be considered upon receipt.

Thomas's London Day Schools

Thomas's London Day Schools educates over 2000 children at four schools – Thomas's Battersea, Thomas's Clapham, Thomas's Fulham, and Thomas's Kensington, and in one kindergarten, in Battersea. Thomas's Academy, formerly New Kings Primary School, joined the Thomas's family of schools in September 2015.

It is our prime concern that children at Thomas's are happy. We provide for their education by giving each child dignity and self-esteem through a sense of achievement, be it academic, artistic, or sporting. The central belief is that all this and more can be achieved if we can be kind to one another.

In these preparatory years we offer a broad curriculum covering a wide range of subjects and skills so that by the time they leave us our pupils will have begun to identify individual areas of talent. In a positive and stimulating environment we ensure that each child achieves the best academic results of which each child is capable.

Thomas's Clapham

a. The School and its facilities

The school occupies a site on Broomwood Road between Wandsworth and Clapham Commons. It is housed in a Grade II listed building which was built between 1904 and 1908 as the site for Clapham County Girls' School. Thomas's Clapham opened as a school for boys and girls in 1993 aged 4–13. There are currently 650 pupils on roll. Philip Ward took up post as Headmaster in September 2012. Before that he was the Headmaster of Feltonfleet, in Cobham, for twelve years.

The facilities at Clapham include a superb Drama studio and fully equipped theatre space, and separate Art, Pottery and Design Technology centre, which was newly built in 2001, and an impressive building housing the Reception classes, which was built ten years ago. The school is going through a process of substantial refurbishment, including a new C21Library, outdoor play areas and learning zones, and a mud kitchen, while the recent and on-going investment in digital learning is significant and exciting. Extensive new playing fields, provision for our Outdoor Education programme, a pavilion and changing rooms at Roehampton Vale, on the A3, came into use in September 2015.

The Masterplan for a significant refurbishment of the existing teaching areas and the provision of a new space for STEAM teaching is well developed. The Year 1 and 2 classrooms were completely refurbished during the summer of 2016. The Year 3, 4 and 5 classrooms will undergo their own transformation during the summer of 2017.

b. The Clapham Way

The approach to teaching and learning (the Clapham Way) is exciting, progressive, and challenging. Change is eagerly embraced by colleagues and pupils who share a passion for learning and finding new and better ways of doing things. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach.

Traditional and didactic teaching methods would feel alien at Thomas's Clapham, and standards and expectations are high. There is a powerful commitment to digital learning. Continuous professional development is a strongly established culture within the school, and there is an extensive INSET and CPD programme. Colleagues have the opportunity to be

selected for the Thomas's Lead Practitioner's scheme, and for others there is the chance to embark on a funded involvement in the Thomas's MA programme in alliance with Roehampton University.

Our expectations of every child, and of ourselves as their teachers, are very high. It follows that so, too, are academic standards. However, there is a strong and vibrant co-curricular programme with a strong emphasis on breadth and a commitment to all-round excellence. The school was recognised by Ofsted in April 2011 as Outstanding in each category.

c. Inspiring every child, and the future

Inspiring every child, the five year strategic development plan, was launched in September 2013. As well as its focus on development in a number of key areas, *Inspiring every child* promotes a values education based approach to inspiring learning, living and leading in every area of the school community. A recent development includes a powerful commitment to embedding Growth Mindset in every area of the school through the lens that we have called the 8C's, our commitment to developing soft skills in every child.

One consequence of the strategic plan is that the PHSCE programme was replaced in September 2014 by a new whole school *Inspiring Living* course, focusing on well-being and healthy living. Another is that we are currently carrying out a complete review of our broad curriculum, and revamping the shape of our day and week. Research and evidence based enquiry will help us to reshape and balance the curriculum to ensure a relevant C21 teaching and learning experience for every child in the future.

Structure and organisation

a. The Lower School (R – Year 2)

Eighty children enter Reception each September, arranged in four classes, each with its own full time teacher and Learning Assistant, a model which continues until the end of Year 2. The Early Years Leader has immediate responsibility for the Reception curriculum, and the Assistant Head of Lower School oversees the curriculum for Years 1 and 2. Both report to the Head of Lower School.

b. The Prep School (NC Years 3 – 8)

The Prep School is made up of two closely aligned areas;

- **The Middle School (NC Years 3 and 4)** – there are four classes in each year group, led by the Assistant Head (Middle School).

- **The Upper School (NC Years 5–8)** – there are four classes in Year 5, and three in each of Years 6–8. One class of children leave at 11+ for London day and boarding schools, the majority stay until Year 8, sitting 13+ exams for the London day schools, Common Entrance (94% A*–B in 2014), or Academic Scholarship. Around 65% leave for boarding schools at the end of Year 8. Approximately twenty girls and boys join the school in Year 7 from Thomas’s Fulham.

Demand for places in the school is considerable.

Job specification – Part-time Assistant Caretaker

The successful candidate will be a qualified and outstanding teacher of English.

a. Accountable

- To Viki Stanton, Operations Manager.

b. Responsible

- The Assistant Caretaker will work proactively as part of the school administration team to ensure everything incidental and conducive to the smooth and efficient running of the school is carried out. They will uphold the school ethos and support the aims and values of Thomas’s Clapham performing their duties to a high standard to ensure that the exceptional school buildings are cared for and maintained to the level expected of an outstanding independent school. The Assistant Caretaker will liaise at all levels, both within and outside the organisation to protect the interests of the school and to ensure that Thomas’s Clapham meets its Health and Safety obligations in line with good practice.

c. Hours

- 6.30am to 10.30am Monday to Friday during Admin Working Days. (Term time plus several scheduled days before the start of term, half term and after term has finished).
- Please note that the school also holds events and functions and the successful candidate may be required to work additional hours in the afternoon or evening. These will be paid as overtime.

d. Key areas of responsibility

General

Working with the Caretaker to ensure:

- Strict adherence to the procedures contained in the Caretaker's Mandatory Maintenance and Fire Safety Tasks Schedule
- Setting up furniture etc for school events, assemblies and showrounds as necessary and clearing away after events
- Manning the school gates and traffic marshalling at the beginning of the school day and at other requested times
- The portage of goods, furniture, equipment and other items including errands on behalf of the school
- Upkeep of the school gardens and school playground
- Cleaning as required
- Assisting during school functions as required
- Complete a Risk Assessment of playground daily

Maintenance

Working with the Caretaker to ensure:

- The upkeep of lighting and other services including the reporting of failures or dangers to the Maintenance Team
- Reporting any maintenance issues that need to be addressed via the maintenance system
- Minor repairs, maintenance and other work as requested
- Maintaining all equipment, safety equipment, implements and tools in good, safe, working order

Health and Safety

Working with the Caretaker to ensure:

- Observance of and supervision of Health and Safety requirements
- Developing and presenting suitable staff induction training, to include local fire action, emergency evacuation procedures, First Aid procedures
- Carrying out fire drills with the Deputy Head, Community & Welfare, at least once per term and recording the outcome
- Ensuring all staff are kept up to date with any changes to systems and procedures
- Carrying out any relevant in-house training eg operation of the fire alarm
- Working with SLT, Subject Leaders and other members of staff to ensure the assessment of risk to staff, pupils, parents and members of the public are reviewed and recorded at least annually.

Cleaning

Working with the Caretaker to ensure:

- The cleanliness of all buildings, facilities and their contents

- Cleaning up of any accidents that may occur between 6.30am and 10.30am eg accidents, illness etc
- The upkeep of all waste storage areas and equipment and the disposal of waste
- Ensuring that the means of escape within the building are kept clear at all times

e. Person specification

We are looking to recruit a friendly, cheerful, enthusiastic and highly committed Assistant Caretaker who will ensure that our children learn in a safe, clean and healthy environment. You will be an important member of our school team and have a positive approach to this key role. A flexible approach and a can do, will do attitude must be the driving intent of the successful candidate.

You will:

- Be dedicated, hardworking and take pride in your high standard of work
- Be a team player who is friendly and professional, relating well to adults and children
- Be responsible, flexible, reliable with a good understanding of health and safety requirements

In addition to the candidate's ability to perform the duties of the post, the interview will also explore the issues relating to safeguarding and promoting the welfare of children including;

- Motivation to work with children and young people
- The ability to form and maintain appropriate relationships and personal boundaries with children and young people

Salary and Support

Salary: £8339 per annum. Please note this salary is per annum and not pro rata.

Contributory pension scheme.

This post offers a very exciting opportunity to work in one of the outstanding prep schools in the country.

Safeguarding and Child Protection

We are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to an enhanced DBS check.

The successful candidate will be expected to commit to the following;

Thomas's London Day Schools 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 check.

Applications

A brief letter of application, curriculum vitae, and a completed and signed application form, should be addressed to the Operations Manager, Mrs Victoria Stanton, as soon as possible.

The Operations Manager would be delighted to talk on the phone to any candidate who would like to know more about the post. She can be contacted by email –

vstanton@thomas-s.co.uk

Details of the post and application forms are available on the Thomas's London Day School web site www.thomas-s.co.uk/Working-at-Clapham or you can email the Operations Manager, Mrs Viki Stanton – vstanton@thomas-s.co.uk

Applications will be considered upon receipt.

V Stanton

February 2017

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Safeguarding Officer or Deputy Safeguarding Officer.