



Porter / Caretaker

Appointment Brief

Closing Date : Monday 23 October at 9.00am

One of the top co-educational schools in the country



Caretaking at Caterham

The Porter / Caretaker will be part of the Caretaking Team which is responsible for portering furniture and equipment within and between the school buildings and setting up facilities for functions. The team also assists with the security of School premises (including out of hours) and the cleanliness and maintenance of the outside areas of the School's site excluding fields, pitches and gardens. This is a whole school role, covering the Pre-Preparatory, Preparatory and Senior Schools.

ACCOUNTABILITIES

The Porter / Caretaker is accountable to the Domestic Services Manager on a day-to-day basis. The Bursar has overall responsibility for the support staff throughout the School.

CONDITIONS OF SERVICE

40 hours a week, excluding unpaid breaks, on a 5 day over 7 shift pattern. Monday – Friday 6.00am – 3.00pm OR 1.30pm – 10.30pm. One weekend in five (10 weekends per year), the on duty shift is 7am – 4pm on both Saturday and Sunday. In addition, on this weekend, you will be required to provide on-site, on call cover. The hours on call over the weekend will be Saturday 4.00pm to 7.00am, Sunday 4.00pm to 6.00am (29 hours in total). This will be paid as an additional allowance. Sleeping accommodation will be provided when on call overnight. Any other additional hours worked will be taken as time off in lieu; overtime is paid on an exceptional basis and must be agreed in advance (emergencies permitting) therefore flexibility will be required. Much of the work will be required outside and in all weathers; suitable personal protective equipment will be provided. Some physical effort required, e.g. furniture moving, portering.

Salary:

Circa. £20,000 per annum subject to qualification and experience, paid in addition is a weekend allowance which is £2,789.80 per annum. Salary includes 5 weeks holiday pay in addition to bank and public holidays and is subject to review from September 2018.



The Role

Working as part of a flexible team with particular responsibility for:

- Providing a portering and furniture moving service to ensure supplies are in place and school activities can proceed smoothly.
- Taking delivery of goods and materials and transferring these to appropriate locations around the school site.
- Setting out and clearing away tables and chairs if required and the movement of furniture in connection with parents' evenings, assemblies and other events.
- School keys in your role as additional key holder.
- Checking classrooms and offices after evening meetings to ensure furniture and equipment has been repositioned.
- Ensuring buildings are locked and unlocked at appropriate times, setting and turning off alarm systems as necessary.
- Where appropriate, securing access to the school grounds to prevent trespass and the parking of unauthorised vehicles within the premises.
- Walking around buildings and check premises have not been disturbed, switch on/off lights and heaters as required, check all windows are closed and check internal locks and doors as required.
- Carrying out progressive checks throughout the week of School buildings and report defects or any other matters requiring attention to the Maintenance Supervisor.
- Keeping all outside hard areas clean and tidy e.g. litter and leaf clearance, this includes car parks, footpaths and obvious external areas before the start of the school day.
- Jet spraying steps, ledges and terraces when required.
- The clearance of snow and dispersal of salt where necessary in cold weather.
- Providing safe access to buildings in the event of snow, minor floods and similar emergency situations.
- Initiating the necessary procedures quickly and accurately relating to the emergency services e.g. Fire, Police, gas and Electricity Board.
- Emptying all external rubbish bins daily and clean bins when required.
- Organising recycling and disposal of in relevant areas.
- Organising collection of confidential waste.
- Driving of a school vehicle around the school campus
- Working hours are a shift pattern (see conditions of service for full details) this includes both lone and weekend working.



The Role continued...

Please note that in addition to these functions the Porter / Caretaker would be expected to carry out such other duties as may be reasonably required. Whilst generally guided by standard procedures, it is important for the job holder to seek improvements in dealing with situations to improve performance and delivery.

SKILLS AND PERSONAL QUALITIES:

- Computer literate with good oral and written communication skills.
- Ability to relate in a firm but friendly way with a wide range of personalities.
- It is very important that the post holder is a proactive, self motivated, adaptable team player and supportive of colleagues.
- Valid UK Driving Licence.
- Basic DIY skills are desirable.
- Reliability essential e.g. in securing the School.
- Physical ability to carry out manual handling tasks e.g. lifting, climbing and moving of items.
- Personally committed to the Schools aim to be one of the best co-educational day and boarding schools in the country.

WORKING CONDITIONS

Much of the work will be required outside and in all weathers; suitable personal protective equipment will be provided. Some physical effort required, e.g. furniture moving, portering.

QUALIFICATIONS / EXPERIENCE:

In addition to a basic general education a valid UK driving license is required, any convictions must be declared throughout employment. Knowledge of health and safety requirements particularly COSHH, manual handling and working at heights. Fire marshal and First Aid trained (relevant training will be provided). Previous experience in a similar role is desirable but not essential.



The School

One of the top co-educational schools in the country

Caterham School is one of the leading co-educational HMC schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence. The majority of our pupils are day pupils but we are also a thriving boarding community, which enriches the educational opportunity and experience for all.

We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is in our view an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic achievement alone: it is also about developing a passion for learning, a capacity for independent and critical thinking, self-awareness and resilience, self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators,

confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others. In so doing we remain true to our founding Christian principles and values.

All round the campus you will see signs of our confidence in the future with our modern Sports Centre and all-weather pitch, recently refurbished boarding accommodation, new assembly hall and theatre, and state of the art IT facilities. In 2008 we built a new North Wing to provide improved facilities for Sixth Form pupils and new facilities for the Health Centre. In 2013 we added two more science labs to bring the total to fifteen. All this situated on 200 acres in the beautiful, wooded Harestone Valley.

Caterham School enjoys an enviable reputation for producing highly successful individual and team performances in a wide range of sports.

Excellence is pursued wholeheartedly (with many pupils achieving county, national and international representative honours), but the aim is also to cater for every pupil, at his or her own level of ability and enthusiasm.

The co-curricular programme is extensive and covers a wide range of activities including, but not limited to: music, drama, dance, Duke of Edinburgh's Award, languages, circus club, science, outdoor pursuits, go-karting, kit car club, chess and Warhammer.



Latest News

OXFORD AND CAMBRIDGE PLACES SECURED

13 Sixth Form pupils from Caterham School have received offers from Oxford and Cambridge Universities (Oxbridge). This year's results mean a total of 49 pupils from the School have secured a place at the world-leading universities in the last three years alone. The 17 and 18 year olds received the good news after many months of hard work spent reading, researching and discussing subjects beyond the A level curriculum.

Competition for places at Oxbridge is fiercer than ever, with roughly five applicants per place nationally, with all candidates typically having straight A*/A profiles. This year's results from Caterham saw the school achieve an application-to-offer ratio of 57%, three times the national average

APPLE ACCOLADE

Caterham School has once again been recognised as a leading school for its application of technology in teaching and learning. The School is one of only three schools in the UK to be formally accredited as an Apple Distinguished School. Mr Adam Webster, Director of Digital Learning at the Surrey school collected the accolade at a presentation in London.

The School has established a best practise programme to integrate the use of iPads by all students alongside traditional teaching methods. Since the full roll out of the programme in September 2015, students have used iPads in a range of innovative ways, including receiving instructive and interactive verbal marking and feedback on

homework via their iPads. Teachers have also seen the benefits of being able to spotlight their students' best work in the classroom through the use of airplay streamed to classroom whiteboards.

Since the launch of the programme, the School has received interest and visitors from across the globe, keen to learn from Caterham's experience and success.

GREAT BRITAIN HOCKEY STAR OPENS NEW ALL-WEATHER PITCH

International Hockey star Alexandra Danson opened Caterham School's new all-weather sports pitch on Friday 8 January. Alex is a member of both the England and Great Britain hockey teams and will be cutting the ribbon to officially open the new pitch alongside Caterham School Headmaster, Mr Ceri Jones. A Headmaster's XI team took on a Rest of the World XI in the inaugural hockey match on the new facility, followed by an exhibition Lacrosse match lead by England International, and Caterham School lacrosse coach, Jen Simpson. Guest referee Mr Kevin Doble Headmaster of Shrewsbury House School umpired the hockey match.

To warm up the pitch ahead of the opening, budding young players from local junior schools joined in a special training session lead by Alex Danson. The young players practised hockey skills and picked up tips from the GB player before attending the opening ceremony.

For more news from Caterham School visit www.caterhamschool.co.uk



The Application Process



Please complete the application online via the school website at:

<http://www.caterhamschool.co.uk/about/careers/support-staff-vacancies/>

If you have questions or queries, please contact Julie Hillier on hr@caterhamschool.co.uk or call 01883 335025

The closing date for applications is :

Monday 23 October at 9.00am

Interview will take place on :

Thursday 26 October

The School reserves the right to appoint at any stage of the recruitment process; early applications are encouraged.

Caterham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an enhanced DBS check.

www.caterhamschool.co.uk

INSPIRING EDUCATION FOR LIFE

Benefits

We pride ourselves on the best support and care for our academic and bursarial staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.

Continuous Professional Development

All staff have access to generous professional development training as part of the School's performance management process. The focus at Caterham School is on encouraging and supporting individuals to continue to grow their skills to provide the finest teaching and learning for our students.

Child Care Voucher Scheme

A tax saving scheme for parents administered by Faircare. For employed staff, no qualifying length of service. The provider must be OFSTED registered. Further details available from the HR Department.

Counselling and Legal Advice Service

A free, confidential 24 hour telephone service available 365 days per year.

Fee Remission

Discount available on school fees. Please contact the HR department for full terms and conditions.

Pension Scheme

Legal & General Pension Scheme

Subsidised Sports Centre Membership

Subsidised Membership to Caterham School's Sports Centre with extensive fitness suite, 25 metre indoor pool, sports hall and programme of fitness classes.

Car Parking

Free on campus parking. Staff members must provide their name and registration number to the Bursary. Any permanent change of vehicle must be reported.

Free meals whilst on duty

Includes breakfast, lunch and dinner during term time, and where available during the school holidays. Also extends to hot beverages and newspapers.

Subsidised 'Flu vaccinations

Provided on school premises on an annual basis.

Discount in School Shop

A 5 per cent discount on purchases.





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