



Message from Douglas Robb, Headmaster

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ over 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration, should you decide to apply.

If you would like to visit the School before sending in your application, please do not hesitate to contact our HR department (01263 714623) who will make the necessary arrangements.

With best wishes,



HOW TO APPLY

Caretaker

If you would like to apply for the position of Caretaker, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format: **Please do not submit a CV;**
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff, it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

- Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.
- Shortlisted applicants for support posts are advised that references **may be taken up prior to interview**.

Please note, unless you ask us not to we will assume it is acceptable to contact your referees at any time.

Submission of applications - All application forms should be returned by email to applications@greshams.com or by post to:

HR Department
Gresham's School
Old School House
Church Street
Holt
Norfolk
NR25 6BB

Please submit your application by the closing date of **Sunday 25th June 2017**. If your application is submitted after this time, we will not be able to accept it.

Interviews: **W/C 3rd July 2017** Start date: **August 2017**.

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies we provide feedback only to those applicants who are interviewed.

JOB DESCRIPTION AND PERSON SPECIFICATION

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills and will be used in the shortlisting process and to form the basis for questions asked at interview.

Personal Details

Eligibility to work: For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for positions it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers. If an applicant selected to be appointed requires permission to work in the UK, Gresham's may issue a conditional offer of employment subject to the School being able to sponsor the applicant.

For more information, visit the Home Office website at <http://www.bia.homeoffice.gov.uk/workingintheuk/>

Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months (Data protection policy available on our website: www.greshams.com).

Disclosure and Barring Service: Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diversity of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **Passport and/or UK driving licence (including a photo-card);**
- **A UK birth certificate**
- **UK firearms licence**
- **EU photo identity card**
- **A utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **Original documents confirming any educational and professional qualifications referred to in your application form.**

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.

In advance of your interview you will be asked to complete an application form for an enhanced Disclosure which you should bring with you, along with your identity documents. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications relevant to the role
- a satisfactory Enhanced DBS (Disclosure and Barring Service) which includes the Children's Barred List;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has worked or been resident overseas in the previous five years for 3 months or more, such checks and confirmations as the School may require in accordance with statutory guidance;
- Completion of a medical fitness declaration.
- Completion of Educare Child Protection Training.

Safeguarding

All adults working at Gresham's should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the School should be aware of, and when necessary, to follow the School's Child Protection Guidelines, which are in line with the Safeguarding Children's Board (OSCB's) practice and procedures.

Gresham's has a Child Protection Policy, and guidelines to follow in the event of being told of, or becoming aware of child abuse. It is a mandatory requirement that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

Warning

Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his/her application; or the subject of serious expressions of concerns as to his/her suitability to work with children the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Queries

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email hr@greshams.com.

Job Description: Caretaker

REPORTING TO: Site Services Manager

As a member of the Support Services Department, caretaker duties will cover a variety of cleaning related tasks and activities all of which contribute to the efficient and safe operation of all three schools sites. You will aim to maintain minimum amount of disruption to both staff and pupils activities and help to establish and maintain a positive impression of Gresham's to the outside world.

TASKS AND DUTIES

- Undertake a variety of support services activities related to cleaning; offices, hallways, staircases, laboratories, workshops, bathrooms, classrooms and any other buildings as requested by the Site Services Managers.
- Assist with furniture removal, driving, handyman repairs, laundry deliveries, post and parcel deliveries, washroom supplies and car park stewarding.
- Receive work schedules from the Site Services Manager.
- Liaise with other colleagues and staff members regarding any more specific or 'one off' needs.
- Rely on the Site Services Manager to assist with maintaining own skills and knowledge.
- From time to time work with others in the Support Services team to complete own specialist and other general assistant activities.
- Meet with Site Services Manager and other support staff to discuss/plan work to be undertaken.
- Assist with the erection of staging for any School events, i.e. Speech Day.
- Maintain driving, lifting and other relevant licences up to date.
- Attend training courses as arranged by the Site Services Manager in relation to your own Professional Development.
- Attend 'one off' social events onsite to assist with refreshment services.
- Maintain knowledge of Gresham's operating procedures affecting own specialist duties.
- Be aware of health and safety responsibilities and undertake some duties related to buildings security.
- Be aware of relevant events at Gresham's throughout the year and implications for your own work. This will involve a level of flexibility within your working hours.

The successful candidate will be a hardworking, committed individual who has the ability to work very well on own initiative, understands the importance of maintaining high standards and communicates effectively within a school environment.

KEY REQUIREMENTS

Qualifications	Essential	Desirable
A general level of Secondary Education	✓	
First aid certificate		✓
Manual Handling training		✓
Work Experience	Essential	Desirable
Previous experience of working in a facilities management environment where a range of cleaning, moving, lifting and handyman activities have been involved, sometimes involving hazardous substances	✓	
Use of small power tools	✓	
Use of cleaning materials	✓	
Safe disposal of chemicals and materials	✓	
Personal Competencies and Skills	Essential	Desirable
Good general understanding of safe working practices	✓	
Awareness of the physical appearance of the School and its features		✓
Driving licence	✓	
Knowledge of workplace health and safety		✓
Ability to relate to young people	✓	
Flexible attitude towards work	✓	
Positive 'can-do' attitude	✓	
Ability to communicate effectively	✓	
Confident working unsupervised and proactively uses own initiative	✓	
Ability to work in a team	✓	
Responsive to instruction and direction	✓	
Sense of humour	✓	
Professional appearance and manner	✓	
Personally committed to CPD	✓	
Supports Gresham's culture and ethos	✓	

REMUNERATION AND OTHER BENEFITS

The salary for this position will be based on Gresham's Support Staff pay structure, which equates to an annual full-time salary of £17,018.50, which will increase to £17,388.16 after successful completion of the 6-month probation period. Salary is based on 40 hours per week (6am – 3pm), 47 weeks of work plus 5 weeks' holiday.

- School's Contributory Pension Scheme (after completion of three months' service)
- Private Medical Scheme
- Free school lunch during term-time
- Car parking on site
- Uniform will be provided and must be worn at all times
- Life Assurance