



SPRINGFIELD[®]
SCHOOL

CARETAKER





THE



DEPENDS ON WHAT
YOU DO TODAY



AN INTRODUCTION TO SPRINGFIELD

We are a large and inclusive school with over 1100 students on roll, situated in the suburb of Drayton, to the north of the City of Portsmouth, nestled under the slopes of Portsdown Hill.

The school has an established history of excellent practice and high achievement; in March 2013 Ofsted judged the school to be good with outstanding features. In 2016, Ofsted commented that 'The quality of teaching is very well led and managed. Staff morale is high and there is sense of pride in the quality of learning in the school from them and from pupils. Standards remain at least above average or are improving in all key subjects'...' Pupils' behaviour remains very good. They are welcoming to visitors, show a mature respect for each other and enjoy working with their teachers'.

We are a strong, aspirational community founded on positive and respectful relationships; every individual is known and supported in their learning and personal development. We aim to inspire our students with a love of learning, a desire to innovate and a sense of discovery and optimism for their twenty-first century world.

Our curriculum is rich and broad, and our commitment to promoting student leadership and co-construction means that students are actively engaged in developing the school, and shaping their own learning. Our teachers recognise individual learning styles, as well as the need to encourage independent and collaborative learning.

We aim to:

- Create aspirational students for whom success and the pursuit of excellence is an expectation.
- Empower our students to maximise their potential and develop the skills they need to live independent and happy lives.
- Provide a relevant academic curriculum which supports students to become responsible citizens, well equipped for the technological and global society in which they will live.
- Develop system leadership at all levels and ensure that it drives creativity and improvement across the school.
- Increase further the occurrence of 'outstanding' teaching across the school.

The pursuit of excellence underpins everything that we do. We aim to work closely with our different stakeholders to ensure that each and every student who comes through our door gets the very best opportunities that will set them on the path for an exciting, successful and fulfilling future. We hope you find this information pack of interest, and look forward to receiving your application.



Ms Sara Spivey BSc, MA
Headteacher

THE DE CURCI TRUST

Springfield is one of three schools currently part of The De Curci Trust, which also includes Solent Infant School and Solent Junior School. All three schools are conveniently located within walking distance of each other, and are in similar catchment areas.

The close geographical proximity allows for collaborative working across the schools, sharing best practice, and aiding transition. Through a mutual respect and shared vision:-

- We recognise that the national and local educational landscape has changed; the academies programme offers schools freedom and autonomy to develop independently.
- We see this as an opportunity; as successful schools we are committed to leading school improvement within our own organisations and across the wider system.
- We share a vision of promoting high aspirations and achieving excellent outcomes for all children; our schools are inclusive and exist to serve the children who live in the locality.
- We believe that the school learning environment should deliver a vibrant, creative and relevant education for all pupils; fostering a love of learning is central to what we do.
- We are committed to developing high quality staff and building leadership capacity across our schools; continuous professional development is an entitlement for all staff.
- We recognise that schools are different and have unique identities; our approach is to allow schools to determine their own routes to excellence within the context of their own community.
- We aspire to develop expertise across all phases of education that can be shared within and beyond our trust in order to secure school improvement for all.

www.thedecurcitrust.co.uk

The De Curci Trust, a charitable company limited by guarantee registered in England and Wales with company number 10646541. Registered office address: Springfield School, Central Road, Portsmouth, United Kingdom, PO6 1QY.

Trustees: C Batstone, A Bohea, S Brueton, A Cufley, D Good, L Sinnott, S Spivey, T Webber, L Wilby

PROFESSIONAL DEVELOPMENT

We warmly welcome Teachers and Support Staff at all stages in their careers. The success of Springfield depends upon all its staff, who make the school a learning community in which people feel motivated, aspire to fulfil their potential, celebrate their achievements and learn continuously. This impacts directly on positive student achievement.

Continuing professional development has the full commitment of the Governors, the Headteacher and all staff. We are keen to maintain an ethos in which educational issues are debated and high expectations are set. We aim to identify systematically the needs of the individual, team and school and to share expertise to build the strengths within the school and across the City of Portsmouth. We seek high quality evaluation, advice and support from a range of sources as well as external validation of our work through the Challenge Partners programme.

SAFEGUARDING

Springfield School and The De Curci Trust are committed to safeguarding and promoting the welfare of all children and young people, and expect all staff and volunteers to share this commitment.

At Springfield School, all staff are expected to adhere to, and ensure compliance with the School's Safeguarding Policies and Procedures at all times.

Safer recruitment practice, and pre-employment checks including DBS Disclosure at Enhanced Level and overseas checks, where applicable, will be required before any appointment is confirmed.

JOB DESCRIPTION – CARETAKER

JOB TITLE:	Caretaker
REPORTS TO:	Estate Manager
GRADE:	Pay Band 4
SUPERVISES:	Site Assistant and Cleaning Team

JOB PURPOSE:

To manage the utilisation of the school site for both educational and allied usage. Responsible for the day-to-day security, maintenance and Health and Safety of the site.

Line management of Site Assistant and Cleaning Team.

KEY ACCOUNTABILITIES

- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the school's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Headteacher such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in Employee Development schemes, Appraisal and contribute to the identification of own team development needs.

PRINCIPAL RESPONSIBILITIES/DUTIES

- Manage site utilisation during times that facilities are required. Ensure users' special requirements are, as far as possible, met.
- Develop a maintenance programme in conjunction with the Estate Manager and Headteacher for the premises and its equipment, arranging for repairs to be carried out.
- Supervise Site Assistant and arrange continuous cover during the school session and for the duration of external hires outside the normal school day.
- Organise plans and procedures for emergency situations and liaise with emergency services.
- Main Key holder on 24 hour call.
- Oversee on-site contractors.
- Organise general security and arrange for locking and unlocking of all premises, responding to enquiries from individuals/visitors to school.
- Monitor building cleaning standards and/or frequencies to ensure that work is carried out in accordance with the school's specification and report findings.
- Monitor ground maintenance standards and/or frequencies to check that work is carried out correctly and report findings to the Estate Manager.
- Arrange, within clearly defined limits and through the on-site contractors cleaning routines outside school term-time.

- Participate in weekly fire safety checks and fire evacuation procedures, communicating with and meeting emergency services as required.
- Participate in weekly shift system for out of hours requirements.
- Report in accordance with agreed procedures any trespass on the premises, damage from intruders and unauthorised parking of vehicles.
- Emergency cleaning as required.

Maintenance

- Check building for routine maintenance matters and vandalism, reporting and taking appropriate action when necessary.
- Undertake day-to-day maintenance duties including decoration.
- Carry out checks on fire alarms, extinguishers, burglar alarms, residual current devices and visual checks of electrical fittings.
- Ensure that access to fire exits and equipment are free from obstruction.

Caretaking

- Ensure gullies, gutters, fall pipes and drainage systems, including foul drains, are free from blockages and arrange to clean when necessary, within the capabilities of the post holder and being mindful of Health and Safety regulations.
- Ensure footpaths, car parks, shrubberies and paved areas are kept in a clean and tidy condition.
- Take delivery of, and if appropriate store, equipment, furniture, stationery, materials and other goods. Carry out portage duties within the school.
- Operate and monitor the heating plant and temporary heating equipment to, whenever possible, maintain appropriate temperatures, in line with the Trust's Policy on energy conservation.
- Carry out frost protection procedures.
- Deals with enquiries from members of staff, contractors and members of the public.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Other

- Undertake MIDAS training and act as driver of the minibus as and when required to transport staff, pupils and goods.

You will be based predominantly at Springfield School. However, as you will be appointed to The De Curci Trust, you may be required to work in any of The De Curci Trust's academies or in any of the schools/academies that the Trust is supporting as reasonably directed by the CEO. The ability to travel independently between DCT academies/schools is therefore essential.



Springfield School
Central Road, Drayton,
Portsmouth, PO6 1QY

Tel (023) 9237 9119

Fax (023) 9238 8784

Email contact@springfield.uk.net

Twitter [@SpfldUK](https://twitter.com/SpfldUK)

Headteacher
Ms S F Spivey BSc, MA

www.springfield.uk.net