



GUMLEY HOUSE
SCHOOL FCJ

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Application Pack

Assistant Caretaker

We are looking for an enthusiastic and reliable assistant caretaker to support the caretaker and Site Manager in providing a caretaking service for the school. The successful candidate will be both a team member and self-starter.

**Required from
ASAP**

Salary Scale:

Scale 2 Point 4: £24,408
(pending the national agreement on inflation pay, this may increase by a further £2,000 approx).

Gumley House School FCJ is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



STEPHEN BYRNE
Headteacher



Thank you for your interest in joining our school community here at Gumley House.

If you spend a day at Gumley House you'll understand what 'ethos' means. Our school *really* is distinctive in the way it delivers an innovative and impacting education for our students.

I am very proud to be the Headteacher of Gumley House School and it gives me great pleasure to welcome you to our school. Thank you for taking the time to visit our school website and to explore more about joining our hardworking and caring community. I hope the information you find in this pack provides you with all the information you need about our Gumley Family.

Gumley is a Catholic school and Sixth Form Centre committed to academic excellence and firmly rooted in the tradition of the Faithful Companions of Jesus. We are a happy and high-achieving school, offering a wide range of activities outside the classroom to ensure each student experiences a wide range of opportunities to help them find their place in the world.

We firmly believe that a serene and happy student is one who will succeed at study, and our pastoral programme is directed to that end. Our school motto is 'Vive ut Vivas', which means 'Life in all its fullness'. That's what we want for every single young person we serve. We want every person who joins Gumley to enter into a relationship with the Christ who demands excellence whilst demonstrating compassion and forgiveness when necessary.

Please do not hesitate to contact the school at any point on your journey of discovering more about a career at Gumley.

With every best wish,



www.facebook.com/gumley.house



www.twitter.com/gumleyhouse



www.instagram.com/gumley.house



www.gumleyhouse.com/LinkedIn



Founded 1841

Over 180 years of outstanding Catholic education

Gumley is a school with a long tradition of educating girls (and boys in the Sixth form) to make a difference to our world. The school was established in 1841 by Marie Madeleine d'Houet, foundress of the Faithful Companions of Jesus (FCJ) an international society of Catholic sisters working in many parts of the world. In the UK there are five FCJ schools; each with its own identity but bound together by the tenets of the FCJ Philosophy of Education based on Ignatian principles.

Six core FCJ values of companionship, dignity, justice, hope, excellence and gentleness are at the heart of our work with young people and with each other.

Gumley is a vibrant learning community where students and staff learn and thrive together. The ethos of academic excellence and whole person development prepares our students to confidently achieve their education and career aspirations in the global world. Vision and innovation form our central pillar of learning. We embedded Mandarin in our curriculum in 2008 resulting in 'Confucius Classroom' accreditation and provision of Mandarin teaching to support primary schools. The forward looking MFL department also teaches Spanish, French and Italian.

Our students are provided with a broad and balanced curriculum which recognises the importance of creativity and the arts as well as making sure that maths and science are taught by well qualified specialist teachers.

As an oversubscribed non-selective girl's school at KS3 and KS4 we have a wide catchment area with girls coming from 70 primary schools across west London. There are 52 ethnic groups represented in the school and 67 languages other than English. Our students are supported by an outstanding pastoral team led by one of our Assistant Headteachers who work with Heads of Year, Pastoral Managers and School Counsellors to provide a safe environment for all to flourish.

Gumley's academic results reflect our tradition of achievement, the students' high levels of ambition, parental support, as well as the challenging teaching and dedication of the staff. The vast majority of our students are accepted at their first-choice university including Oxbridge, reading a wide variety of subjects. Some also attain scholarships or high level apprenticeships with companies such as SKY.

At the heart of our education is the belief that whole person development is paramount. Thus we strive to provide our students with inspiring opportunities and a wide experience through extra-curricular activities.

Gumley is situated on a beautiful site with excellent facilities. This creates a peaceful uncrowded environment in which our students are encouraged to live by our motto: 'Vive ut Vivas' - 'Live that you may have Life' and grow into their best self.



GUMLEY HOUSE
SCHOOL ESTD 1952

Job Description

Job Title:	Assistant Caretaker
Line Manager:	Site Manager
Salary Scale:	Scale SC2 point 4 £24,408 <i>(pending the national agreement on inflation pay, this may increase by a further £2,000 approx).</i>
	36 hrs per week Full Time

Main Purpose of the Role

To assist the Caretaker and Site Manager in providing a caretaking service for the school, ensuring that the school premises are cleaned to the approved specification and taking responsibility for the security and day-to-day maintenance of the school site in their absence.

To ensure that the school provides a safe, clean and secure environment for its pupils.

To provide cover for site staff during periods of leave or absence

Hours of work: 36 hours per week plus breaks of 45 minutes a day. Flexible shifts are required from 5.30am to cover school opening and closure, including events during school time as approved by the Headteacher to cover the school day, lettings and events including weekends.

Time in lieu may be required to be taken instead of additional hours or overtime.

Indicative shifts are 5.30am-1.30pm or 12.30pm – 8.30pm subject to events and lettings. Some weekend work may be required for events and lets. Additionally, split shifts may be required to cover holidays.

Holiday periods

Basic shifts worked in Holiday periods will start and finish according to the requirements of contractors and summer cleaners. Shifts should be planned to minimise the need for overtime.

General Responsibilities

Security

- To ensure that the buildings and site are left in a secure situation which includes locking/unlocking of school gates and external and internal doors and closing windows.
- Alert the Site Manager (School Business Leader, if absent) to any risk of a breach to security.
- To open and close the school site each day.
- To patrol the site to check for hazards, damages and intruders.

Lighting and Heating

- To assist the Caretaker or Site Manager as required with the schools lighting and heating.
- To assist in controlling the level of heating and ventilating throughout the buildings as required. school.

Cleaning

- To undertake cleaning tasks as required (toilets, for example).
- To assist with the supervision (liaising with the cleaning supervisor) of cleaners to ensure that the standard of cleaning throughout the buildings to maintain to high standards.

- To advise the Caretakers and Site Manager of consumable stock levels and assist with ordering.

Porterage

- Act as porter for deliveries, furniture removals or any other lifting tasks as required by the school.
- Stock and maintain photocopiers to minimise the need to refill during the school day.
- Set-ups for school meetings or functions with minor hospitality (tea, coffee, etc.)

Site

- Assist in such site work, grounds work and maintenance work and repairs that do not require the employment of a contractor or supervision.
- Assist site staff as required with school events.
- Ensure that playgrounds, paths and driveways are in a satisfactory condition eg. leaves, snow clearing and salting as required.
- Remove graffiti where possible from all areas, windows and other surfaces as required.
- Clean floors and/or furnishing after any sickness has occurred during the active duty period and ensure wet floor signs are always put out when required.
- General care of the playgrounds and open areas surrounding the premises.
- Ensure that all drains and gullies are kept clear.

Lettings

- Cover lettings of school premises, including opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting.

Contractors

- In the absence of senior site staff to act as Liaison Officer with Contractors and the School or external agencies as appropriate, regarding access to the site.
- Refer any contractor queries to the Site Manager, Caretaker, School Business Leader or Headteacher as available. Assisting site management in ensuring that work is carried out to the required standard, as appropriate.

Training

- Undertake training/attend courses as appropriate to carry out caretaking duties in a safe and efficient manner.

Supervision

- Assist in the supervision of the school cleaning staff (including agency staff and guidance and support are available as necessary referring to senior site staff where appropriate.

Health and Safety

- Duties to be undertaken in accordance with Health and Safety legislation and to wear protective clothing as required.

General

- Assist in the maintenance of checklists.
- Respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
- Undertake any other broadly analogous duties as may be allocated from time to time.
- Refer any issues with staff to the Site Manager in the first instance, or School Business Leader or Headteacher in their absence.

Specific Duties

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as the Headteacher may reasonably direct from time to time.

General Requirements

- Take part in the school's performance management system.
- Enhanced DBS Check.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- To participate in school emergencies as required, including co-ordinating arrangements, locating students and relevant staff, providing contact details and completing necessary documentation.
- To attend training sessions and meetings as required especially role specific e.g., Health & Safety.



PERSON SPECIFICATION

Assistant Caretaker

EXPERIENCE	Essential	Desirable
Experience of building/site work.		✓
Health and Safety policies and procedures.		✓
Experience of using information technology in terms of using a computer, admin software (email) and a willingness to learn the office systems and IT packages if required.	✓	
Experience of planning and managing tasks in a timely and effective manner and to work to specified deadlines.	✓	

Knowledge

	Essential	Desirable
Knowledge of operating a variety of site equipment e.g. manual tools, electric or battery powered tools and machines e.g. leaf blowers, lawn mowers.	✓	
To have an understanding of and a commitment to Equal Opportunities issues within the workplace	✓	
Knowledge of Data Protection legislation		✓

Skills & Qualities

	Essential	Desirable
Excellent personal manner.	✓	
Self-starter, work on own initiative, strong organisational skills, and good written communications. Ability to establish priorities and meeting agreed targets and deadlines.	✓	
Demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues.	✓	
Ability to build effective working relationships with a wide variety of individuals.	✓	
Ability to communicate effectively both orally and in writing with students, staff at all levels, governors and outside agencies.	✓	
Good ICT skills; working knowledge of Microsoft Windows applications e.g. email.	✓	
Excellent organisational skills	✓	
Ability to handle people at a variety of levels with politeness, sensitivity, tact and the need to respect confidentiality	✓	
Ability to ensure the School's Catholic ethos and FCJ values and held in high regard and reflected in daily interactions with all school stakeholders.	✓	
Professional demeanour, good inter-personal skills and ability to deal with various members of public, staff, governors and visitors to the School.	✓	
Patient, flexible and adaptable, meticulous and conscientious	✓	
Willingness to participate in development and training opportunities.	✓	
Ability and willingness to work in a flexible manner.	✓	

How to Apply

Details of the school are available on our website www.gumleyhouse.com where you can download an application form and email it to Donna Godwin, PA to Headteacher at dgodwin@gumleyhouse.com

Deadline for applications: applications will be considered upon receipt and candidates will be contacted on a rolling basis. Please note that only shortlisted candidates will be contacted and the date for interview discussed then. All appointments are subject to a satisfactory, enhanced DBS check.

If you require any further detail about the role or application process, please contact Mrs Godwin dgodwin@gumleyhouse.com