

College Caretaker



"I HAVE MADE FRIENDS FROM ALL OVER THE WORLD AND LEARNED ABOUT DIFFERENT CULTURES AND TRADITIONS."



"MY TEACHERS WERE SO ENGAGING AND SUPPORTIVE. I KNEW THEY WOULD ALWAYS PROVIDE HELP BOTH INSIDE AND OUTSIDE OF LESSONS."



Winter 2024

www.abbeycolleges.co.uk

ABOUT US

Abbey College Cambridge is continually expanding, with over 460 students from more than 40 countries currently study with us. They are united by one ambition: to enter one of the top universities in the UK. Our students, working with our experienced, professional, and highly skilled staff, form a vibrant community.

During this growth our educational ethos has remained very clear: outstanding achievement for all and to provide the best possible start for every student in our care.

Our staff come from a diverse range of backgrounds, many have enjoyed previous careers in academia, government service, industry and commerce. Many of our teachers have been educated at the UK's top universities, and we are fortunate to have both senior and assistant examiners in the staff body.

We know that our staff are our greatest asset, so we are constantly on the look out for individuals with the skills and perspective to support our ethos. We invest heavily in staff training and development as this is absolutely fundamental to what we do.



We have 56 fully equipped classrooms including 12 laboratory spaces, an art studio, music rehearsal room, and performance spaces.

'The teachers really interact with you and help you achieve the best you can. They have pushed me to test my limits and surpass them. I've made great friends and lived in a city with such prestige.'



Operations Team

The Operations team support all areas of the college helping to ensure the smooth running of the College to enable teaching and boarding staff to focus on educating and caring for the students. The teams that this role will primarily support are detailed below:

Admissions

Admissions are responsible for offering supporting both new student applicants and existing students, both directly, and through the Group International Admissions Centre (IAC). This includes:

- Supporting Visa applications and ensuring compliance with the UK Border Agency regulations.
- Maintaining high-quality record-keeping in every area of student records (digital and physical databases).
- Acting as the internal point of contact for the Accommodation, Pastoral and Academic teams, by providing information and data of the upcoming student intake, including SEN and specific student medical requirements etc.

Finance

Finance are responsible for the purchase and sales ledgers, expenses, credit cards, ordering and budgeting. Other responsibilities include the overseeing of charity payments, petty cash and student deposits.

It is therefore important that all records are kept accurate and up to date to enable all financial information to be administered correctly.

Personal Assistant to the Senior Leadership Team

The Personal Assistant to the Senior Leadership Team is responsible for the administrative running of the SLT. To also provide support for the wider Pastoral Team through administration and coordination of pastoral provision.

Accommodations

The Accommodation team deliver an excellent accommodation service by:

- Placing new and returning students within age appropriate accommodation, across our various boarding houses and host families.
- Support the delivery of a high quality accommodation for our students.
- Supporting students living independently.

Reception & Administration

Reception staff act as an ambassador for the College and are responsible for creating a good first impression to all visitors. They are also responsible for:

- Acting as the first point of call for staff absences, overseeing the proper procedure.
- Handling College mail and deliveries
- General administrative support for the college.

Site Management

The Site Management Team oversee the safe and proper running of the College Site, following and enforcing Group Health and Safety guidelines and policies.

- Manage the provision of maintenance onsite to enable the proper functioning of the College Site.
- Lead on Health and Safety.
- Act as the primary contact with external contractors such as security, facilities, and Summer School.

The continual expansion of the College ensures that any role within the wider operations and administrative side offers opportunities for development and improvement. It offers a dynamic and supportive working environment where no two days are the same.

College Caretaker

JOB DESCRIPTION

Reports to: Site Manager

Location: Abbey College Cambridge

Contract Type: Full Time, Permanent, all year round.

Salary: £24,500 – £25,000

Hours

37.5 hours per week 8.00am – 4.00pm Monday to Friday.

Overview

You will be responsible for the care and upkeep of Abbey College Cambridge buildings and their grounds, including the main teaching buildings, Block A & Block B Homerton Gardens and the on-site and off-site Boarding accommodation. You will also provide assistance with other independent residences used by Abbey students. You will take pride in your work, helping to create a safe, enjoyable workplace and College.

Main duties and Key Responsibilities:

Maintenance

You are responsible for making sure the buildings and grounds are in proper working order. This involves:

- Daily building and grounds checks.
- Undertaking general repairs, maintenance and improvement works, changing light bulbs, unblocking drains, heating changes, groundwork etc.
- Making sure the premises and grounds are clean and that rubbish is collected and taken away on a daily basis, and any graffiti is cleaned up.
- Regular touch-up painting of interior and exterior areas to make good 'wear and tear'.
- Calling in specialist help when needed which will usually involve external contractors.
- Escorting contractors as required to carry out works.

Security

- You should have a full understanding of the buildings at all times and may be required to unlock buildings in the absence of Security
- You may be called outside of office hours in the event of emergency (burst pipe, break in etc.) to attend and assist as required.

Health and Safety

- To carry out the weekly fire alarm tests and general H&S checks of fire exits, fire extinguishers and escape routes in each building and ensure all paperwork is completed.
- Caretakers work alongside the Site Manager and Deputy Site Manager to ensure H&S regulations are adhered to across the site.
- Understanding fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating a building.

Other tasks

- Setting up and clearing exams, assemblies and College events.
- Storing equipment and supplies safely.
- Maintaining a variety of records, including health and safety, fire safety and monitoring meter readings and fuel usage.
- Delivering parcels and packages.

Allocation of tasks is at the discretion of the Site Manager and Director of Operations.

The above lists are not exhaustive and you are required to undertake such duties as may reasonably be requested within the scope of the post. All employees are required to act professionally, co-operatively and flexibly in line with the requirements of the post and Abbey College Cambridge.

PERSON SPECIFICATION

Qualifications and Experience

Essential:

- Experience of carrying out minor building maintenance work, within the reasonable capacity of a normal handyperson
- Ability to interpret technical information
- Full UK driving licence
- Experience of keeping records in a work setting
- Basic computer literacy
- An understanding of H&S legislation, including good practice in relation to caretaking, hygiene and general safety

Desirable: Some understanding of building construction and design would be advantageous

Communication and Interpersonal Skills

Essential:

- Good verbal communication skills with the ability to build and maintain effective working relationships with colleagues and contractors.
- Manages and ensures clear professional and emotional boundaries are established.

Personal skills and qualities:

Essential:

- Ability to plan, prioritise, organise and implement work effectively and on own initiative, with minimum direct supervision while sometimes under pressure.
- Demonstrates flexibility in approach to work and enjoys a varied routine as days can rarely be planned.
- Takes a responsible, reliable and accountable approach to work.
- Practical and good with your hands, with the physical fitness to carry out such work.
- Discreet and maintains confidentiality as appropriate

- Ability to stay calm in an emergency, for example if there is a break-in or fire
- Ability to work on your own as well as part of in a team
- You must be able to demonstrate commitment to Equal Opportunities and Safeguarding. This post is subject to an enhanced Disclosure and Barring Service disclosure.

Equal Opportunities

We are committed to equality of opportunity for all staff, individuals are supported regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. You will provide a service which ensures equality of opportunity promoting and demonstrating the principles of equal opportunity, including encouraging diversity and tackling discrimination and sensitivity to the environment.



EMPLOYEE BENEFITS



Holiday Entitlement

25 days annual leave to be taken at times convenient to the college, plus all Public holidays. Holiday restrictions apply from the last week in June and from the third week in August to the end of September and the first week of every term.

Discounted School Fees

All permanent staff employed by the Abbey DLD Group of Colleges will qualify for a 50% discount on fees if their children attend an Abbey DLD College.

Season Ticket Loans

Season ticket loans are available for all staff (provided they have completed their probationary period) for their annual bus or rail travel to their place of work.

Group Personal Pension Plan

The Abbey DLD Group of Colleges Personal Pension Plan is provided by Scottish Widows. You will be automatically enrolled upon employment provided you meet the eligibility criteria for auto enrolment (age and earnings related). The Group contributes 7 % of your salary, you will contribute a minimum of 1%. However, the default is 5% as we encourage our employees to save for their future.

Eye Care

All employees of the company may apply to have the cost of their eye test up to the value of £30 reimbursed. ADC will also contribute £50 towards a first pair of glasses or change in prescription.

Cycle to Work Scheme

The Company has partnered with Bike2Work to administer the Cycle to Work Scheme. The Scheme operates via a salary sacrifice arrangement with deductions taken from your Gross Salary, so resulting in savings of Tax and NI.

Gym Scheme

Our Gym Scheme allows staff to make savings on Gym membership and other fitness activities. The savings are achieved by applying corporate discounts and paying for the membership costs direct from salary and therefore saving on NI contributions.

Workplace Nursery Scheme

The Company has partnered with EnjoyBenefits to administer the Workplace Nursery Scheme. The Scheme operates via a salary sacrifice arrangement resulting in savings on Tax and NI.

Employee Assistance Programme (EAP)

The Employee Assistance Programme (EAP) is intended to help employees deal with personal problems that might adversely impact their work performance, health, and wellbeing.

Staff sport and social events

There are staff sports clubs such as yoga and walking clubs, and regular staff social events throughout the year.

YOUR APPLICATION

How to Apply

Please submit your application through [TES](#) to apply. Complete the application in full and enclose your CV and a detailed covering letter stating why you think you have the necessary skills to be successful in this position. We are required under [KCSIE](#) to have a completed application for shortlisted candidates.

Interview Process

We will approach referees before interview for each shortlisted candidate for information to verify particular experience or qualifications, we will also carry out online searches for any unsuitable content by candidates.

Shortlisted candidates will be invited to a one or two-stage interview. Two-stage interviews consist of a remote interview via Microsoft Teams, followed by an in person interview in the college with a practical role based exercise (e.g. delivering a short Lesson for teaching staff, or an admin test for support roles), a panel interview and a tour of the College. One-stage interviews will not have the teams interview.

Safeguarding

The Abbey DLD Group of Colleges is committed to safeguarding and promoting the welfare of children and young people, and as an employee of ADC you will be expected to share this commitment. The safeguarding of our students is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

Checks and Training

- Enhanced DBS checks to ascertain your suitability to work with children will be carried out. This post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all convictions, cautions and bindovers, including those regarded as ‘spent’ must be declared.
- Two written & verbal references from previous employers and a personal reference will be sought. Your referees will be asked about your suitability to work with children and whether you know of any disciplinary offences relating to children or young persons and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.
- Your full employment history will be checked, any significant gaps will require explanation and proof of any relevant qualifications will need to be provided.
- You will be required to complete Child Protection Training via e-learning prior to commencing employment.
- Pre-employment health screening will be carried out.

Passing on concerns

There may be times when it is necessary to pass on details of concerns about an applicant to the police and/or DfE Children’s Safeguarding Operation Unit. This might be because the candidate is barred or disqualified from working with children; has provided false information in or in support of his/her application; there are serious concerns about the candidate suitability to work with children.



ABOUT THE ABBEY DLD GROUP OF COLLEGES

The Abbey DLD Group of Colleges (ADC) consists of three, independent Sixth Form Colleges located in Cambridge, London and Manchester, offering a wide range of academic study programmes.

Each of our Colleges has their own unique personality, but they are united by a set of common goals. At Abbey DLD we strive to achieve the highest academic standards whilst providing a welcoming, safe, high-quality teaching and boarding experience for students from around the world.

Our aim is to help our students achieve the academic success needed to progress to the UK and the world's top

OUR COLLEGES AT A GLANCE



Abbey College Cambridge

- Located in the heart of the world's most prestigious university city.
- Experts in traditional courses and subjects.
- On and off-campus boarding rooms.
- Extensive extra-curricular programme.



DLD College London

- Central London's only purpose built, on-campus boarding school.
- Wide range of course and subject options.
- Specialist preparation for top London and global universities.
- London offers unique and exciting cultural and academic experiences.



Abbey College Manchester

- Small and friendly College community.
- One of the best British cities to live and study.
- Pathway to world-class universities.
- Innovative and flexible courses.