



St Catherine's School Twickenham

Caretaker

Full time

INFORMATION FOR APPLICANTS

ST CATHERINE'S SCHOOL

TWICKENHAM

St. Catherine's School is a Catholic independent Girls' Day School, which draws pupils from a wide catchment area and from a range of backgrounds. The site of St. Catherine's has been famous since the poet, Alexander Pope, came to Twickenham in 1719. He developed extensive gardens behind his riverside villa and the School is now situated in this garden. In 1992 the School became fully independent and now operates as a charitable trust.

The School enjoys an enviable position next to the River Thames and yet only a short distance from the centre of Twickenham. Strawberry Hill Station is a ten minute walk from the School and Twickenham Railway Station, 15 minutes. Both have regular services to London (Waterloo), Surrey, Berkshire and Middlesex.

Approximately 40% of our girls are Catholic, and we also warmly welcome girls from all faiths who are in sympathy with the Christian values taught by the School. Girls and staff participate in prayers during assemblies and meetings, and attend mass. The School's focus on ethos and on the Catholic tradition allows us to help girls to explore deeper values. This also underpins our excellent pastoral care system and, although the pastoral and academic oversight of every pupil is primarily the responsibility of the Form Tutor, all staff are involved in the care of pupils.

We strive to help every girl achieve her personal best by providing a broad and balanced education within a stimulating, secure and supportive environment which encourages learning. Success is achieved through personal responsibility, high expectations and a close partnership between parents and school. Emphasis is placed on self-discipline, responsibility, and the importance of kindness, service, and respect for others. Since we are a relatively small school the staff are able to know the pupils as individuals and this engenders a strong community.

The School is organised into the Preparatory School, Senior School and Sixth Form all of which are located on the same site. On leaving the Preparatory School at 11, most pupils enter the Senior School. It is also expected that most Year 11 pupils will enter the Sixth Form. Academic standards are high and the intake is selective at all ages.

Academic Scholarships are awarded for Year 7 and for the Sixth Form to pupils of high academic promise who will benefit from the opportunities that St. Catherine's provides and who will contribute strongly to the life of the school. Music, Art, Drama and Sports Awards are also available, and the all-rounder Siena Scholarship is awarded for the last four years of St Catherine's schooling.

In the Senior School pupils follow courses in English, Mathematics, Science, Religious Studies, History, Geography, Drama, Music, Art, Physical Education and Food and Nutrition, and all pupils in Years 7 to 9 study Spanish, French and German. Emphasis is also placed on the development of Computer Science skills and the school has three ICT suites which can accommodate whole classes. Most pupils study ten subjects to GCSE level and three or four subjects to A Level. Sixth Form pupils can choose from a wide selection of subjects and they also have the opportunity to work towards gaining an Extended Project Qualification (EPQ).

We attach great importance to a well-rounded education and co-curricular activities play a significant role in the life of the School. Competitive events are held throughout the year and there is a healthy rivalry between the four houses (Bronte, Cavell, Nightingale and Pankhurst). The Duke of Edinburgh Award Scheme is a popular option. Sports include swimming, netball, athletics, hockey, tennis, gymnastics and rounders, and our pupils achieve considerable success at county, regional and national level. Music also plays an important part in the life of the school and all pupils are encouraged to participate in choirs, orchestras, ensembles and the varied programme of concerts and informal performances.

Facilities are very good and include an indoor swimming pool, multi-purpose hall, playing field, three ICT suites, and netball/tennis courts. Over the past ten years the school has invested heavily in new facilities, including a Sixth Form Centre, Drama Studio/Lecture Theatre, Fitness Suite, dining facilities and other teaching areas, as well as upgrading the Science Block - and new projects are underway.

The school is regularly inspected by the Diocese of Westminster and was recently judged to be outstanding in all areas. In the most recent Educational Quality inspection by ISI (the Independent Schools Inspectorate), the quality of the pupils' academic and other achievements, together with the quality of their personal development were deemed to be excellent. And, in the most recent Compliance Inspection, St Catherine's met all requirements and is fully compliant.

Further details may be found in the Independent Schools' Year Book and on our website (www.stcatherineschool.co.uk).

Job Description

Caretaker

Hours 40 per week

Main responsibilities:

- Maintain safe conditions and safe working practices within all the facilities.
- Be responsible for locking and/or unlocking school premises outside of normal school hours and setting/unsetting security alarm systems as required
- Act as key holder, with responsibility for the security of the school premises
- Responding to security alarms (fire and intruder) or other call outs in accordance with agreed procedures
- Ensure all internal communal and external areas are kept clean and tidy
- Movement of furniture, supplies, deliveries etc
- Set out/put away furniture for school events/breakfast clubs etc and undertake general portage as required by the Site manager or Domestic Bursar
- Identify and report building, furniture or fitting deficiencies to the Site Manager or Domestic Bursar and to undertake remedial action as required. This may involve arranging emergency repairs and obtaining quotes from contractors.
- Undertake and record regular checks on the minibus fleet, play equipment, legionella risk, alarm systems, ladders and fire extinguishers and report any problems arising
- Ensure all furniture and fittings are in full compliance with our standards of safety and comfort
- Undertake range of handyperson duties (ie those not requiring a qualified craftsperson) as directed by the Site Manager or Domestic Bursar, that contribute to the maintenance of the school premises (eg remedial painting and decorating, repairs to fittings and small scale improvements, repairs to taps and cisterns, fitting shelves/ notice boards etc)
- Escort contractors to site of repairs and maintenance and monitor the safety of their working practices/quality of work
- Monitor usage of fuel, electricity, water and take meter readings
- Monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange their safe storage and distribution as appropriate
- Be responsible for general tidiness and safety of outside areas including:
 - Keeping drains clear of obstructions

- Ensure safe pedestrian access at all times, including keeping paths and entrances clear of leaves and moss, as well as gritting and snow clearing during severe weather
 - Treating car park and playground areas with salt/grit as appropriate
 - Keep signage clean and free from algae
 - Check trees for broken/ overhanging branches that could pose a safety risk
 - Maintain, if required, tubs and planters around school
- Assistance with day to day maintenance, upkeep and cleaning of the swimming pool
 - Regularly clean designated areas of the school building and grounds according to instructions
 - Maintain staff and pupil toilet facilities ensuring they are in working order, ensuring appropriate supplies of consumables are available
 - Ensure appropriate arrangements for the collection of school waste are adhered to
 - Power wash classroom chairs/dining room chairs at least once per year
 - Any other reasonable requests of School management

Health and Safety

- Comply with the requirements of Health and Safety at Work regulations
- Take reasonable care for the Health and Safety of yourself and others, including adherence to 'lone working' guidelines
- Ensure all fire signage and equipment is legally compliant and monitored and recorded as per legislation
- Cooperate with the school to ensure that Health and Safety responsibilities are carried out, including periodic checks of emergency lighting and fire extinguishers
- Perform duties in line with health and Safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately to the Head teacher or other senior person

Resources

- Use manual tools and power tools for appropriate repair and maintenance tasks
- Cleaning equipment, including buffing machine and cleaning chemicals, will be used on a regular basis. Training will be arranged as necessary.
- Seek out new resources that will improve the cleanliness and enhance the school
- Have understanding of how to operate school fire and security alarms and CCTV systems. Training will be arranged as necessary

Knowledge and Skills

- Willingness to undertake training, possibly off site and to attend meetings required to satisfactorily carry out the above requirements
- Working knowledge of health and safety regulations
- Working knowledge of swimming pool operating procedures preferred
- Ability to work flexibly, independently and as part of a team
- Basic DIY skills
- Ability to plan, organise and prioritise

Person Specification:

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Deal with all customers (students, staff, external) with courtesy and promptness at all times
- A can do, proactive, energetic attitude towards your work and people is a must
- You need to be a strong team player, prepared to get your hands dirty
- A 'make it happen', positive, energetic attitude to your day to day work
- Able to communicate well with team members and other employees
- Ability to work energetically under pressure and prioritise is essential
- A practical approach to issues and challenges
- A desire to make a difference every day
- A practical approach to issues and challenges
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality
- Deal with difficult situations effectively
- Able to work flexibly and out of school hours as required

Supervision and Management

- The post holder will often be required to work without direct supervision ie during school holidays, following lone working guidelines as necessary
- The post holder may be responsible for supervising and having oversight of the work of the cleaner(s)

Key contacts and relationships

- Daily contact with the Site Manager, Domestic Bursar, Bursar or Head teacher as appropriate
- Build positive relationships with school staff, responding willingly to reasonable requests for assistance

- Be prepared to be flexible, on occasions, to stay beyond designated finishing time eg Open Evenings, Concerts

This role will involve lifting. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

The salary, which will depend on qualifications and experience, will be discussed when the position is offered to the successful candidate.

Application

If you feel you have the experience, enthusiasm and commitment necessary for this post, then we would be delighted to receive an application from you.

Please complete the enclosed application form and send it together with a covering letter addressed to the Headmistress via email to recruitment@stcatherineschool.co.uk

Please note that only applications on the School's application form will be considered. It is not necessary to send a separate CV nor to complete an application in the TES format.

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| Closing date for applications: | 23 July 2021 |
| First Interview: | week commencing 2 August 2021 |

During this COVID-19 period, interviews and other aspects of the recruitment process will be conducted in accordance with DFE guidelines and with an emphasis on health and safety.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to a number of safer recruitment checks including an enhanced DBS check and Barred List as part of Keeping Children Safe in Education, and once in post, receive further training and updates.

Thank you for the interest you have shown in our School. We look forward to receiving your application.

Mrs Johneen McPherson
Headmistress