



Vanguard Learning Trust

The Vanguard Learning Trust is a group of local primary and secondary schools in Hillingdon. We strive to be a Trust that serves its local community and is pioneering in its approach to broadening our students' lives. We believe in effective teaching which allows our students to shine both in and out of the classroom and that intellectual curiosity is at the core of every learning experience. Whilst schools in the Trust have their own ethos and values, they share the common aspiration that all students can achieve their potential and life is a journey of discovery.

Hermitage Primary School Caretaker recruitment pack

February 2024

Dear applicant,

I am delighted that you are interested in the role of caretaker at Hermitage Primary School. This is an exciting opportunity for an individual who is keen to become a member of a school within a local, cross-phase multi-academy trust.

Hermitage is an oversubscribed, two-form entry primary school in the London Borough of Hillingdon, which has an excellent reputation within its local community. The school joined Vanguard Learning Trust in September 2021 after being an associate school since the spring term of 2020. We are looking for an assistant caretaker who will embrace Hermitage's vision, including maintaining its relentless focus on high-quality teaching and learning. The school is committed to meeting the needs of all pupils which complements Vanguard Learning Trust's vision of outstanding, inclusive education.

Our new caretaker will work alongside the Site Manager in ensuring that the school functions both efficiently and effectively. They will perform general caretaking duties, including DIY, and have a keen eye for maintaining site security. Our caretaker will receive professional development and support from the site manager and the Trust's Director of Operations.

We look forward to reading your application and, for those candidates selected for the interview stage, meeting you as part of the selection panel.

Yours faithfully,



Mr C Tucker
Executive headteacher



Mr J Barrett
Director of Operations

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About our school

As visitors enter the doors of Hermitage Primary School, they notice the warm and family-orientated atmosphere that permeates the school. Hermitage is a happy and welcoming environment where everyone cares about each other and all interactions are based on mutual respect. From their first tentative sessions in Nursery through to their final days in Year 6, our staff support our children every step of the way. Our pupils are encouraged to embrace their individuality and find their place in the school, the community and beyond.

The school is located near Uxbridge town centre and is easily accessible by bus, train or car. The premises offer a number of breakout areas, use of the MUGA, a large multi-purpose field, a well-stocked library, bright and spacious classrooms and cooking facilities. All classrooms have a whiteboard and visualiser as well as a bank of year group chromebooks and iPads. There are subject specialist teachers for computing, PE and French. The continued professional development of our staff is actively encouraged and supported with accreditations being rewarded across a number of different roles in the school.

We recognise that each child is an individual with specific needs, interests, experiences and abilities. Our staff go that extra mile to ensure that through effective provision of differentiated learning opportunities, each and every pupil achieves success. Our curriculum is constantly evolving, aligned with pupils' progression. Although we have a structured and robust framework in place, staff are encouraged to be autonomous and actively develop innovative ways to deepen pupils' learning and create a thirst for learning.

We realise that our children need more than just an excellent academic education to succeed and prosper in tomorrow's world. Hence, our values are developed through our bespoke SMILE programme. We believe all our children should be/have:

Socially confident
Mentally healthy
Intellectually curious
Life-long aspiration
Emotionally regulated

At Hermitage, we are very proud of our excellent standards of behaviour. All pupils have very clear boundaries for behaviour through our 'Steps and Success' programme which is delivered by all staff consistently and fairly, so that children are fully aware of the expectations and feel safe in school. We nurture good behaviour through modelling and building strong relationships rooted in respect and empathy. Behaviour is rewarded within class through incentives such as star of the week, marble jars and significant achievement assemblies.

Staff and pupil wellbeing is of paramount importance to the Hermitage family and we recognise and support the individual circumstances that may present themselves. A dedicated pupil wellbeing officer builds relationships with pupils and parents, offering provision and intervention that matches the needs of the pupils. Our staff wellbeing officers are available to support their colleagues, and an 'open door' approach by senior leaders ensures problems are identified early and appropriate support is offered.

For our pupils to thrive, effective partnerships with parents and carers are essential. Regular communication through the online platform Class Dojo, email, newsletters, workshops and coffee mornings ensure families feel part of our school. Our staff are approachable and always available to talk to parents. Regular parents' evenings are scheduled throughout the year and parents receive regular

feedback on their child's progress, attainment and wellbeing at school. Parents and carers are actively encouraged to be part of our school community through volunteering in class and supporting events.

At Hermitage, we believe passionately that all children and staff deserve to feel safe and included within our community, allowing them to become the best they can be. We are focused on excellence, surrounded by care.

About the Trust

Vanguard Learning Trust is a cross-phase Trust in the London Borough of Hillingdon. Vyners Learning Trust was established in February 2015 when Ryefield Primary School and Vyners School formed the multi-academy trust. In September 2018, Ruislip High School joined the Trust which was renamed Vanguard Learning Trust. The Trust currently has five schools: Field End Junior School, Hermitage Primary School, Ruislip High School, Ryefield Primary School and Vyners School. Oak Farm Primary School has also recently joined as an associate member. The history of Vanguard Learning Trust is available on the Trust's website ([click here](#)) as well as the Trust dividend report for 2021-2022 ([click here](#)).

School information about the other schools in Vanguard Learning Trust

Field End Junior School

Field End Junior School is truly a community school and has been part of the Ruislip landscape for over 70 years. It is a four-form entry junior school, sharing the same site as the infant school. It is a genuinely happy and exciting place to be; the school's community plays an important role in shaping the young people into the adults they become when they go out into the world. Staff strive to do all they can to help each child reach their potential. Staff believe that school days should be filled, not only with learning, but with fun, friendship and memories to last a lifetime.

Ruislip High School

Ruislip High School opened its doors to its first cohort of Year 7 in September 2006. It is a mixed, comprehensive secondary school situated in South Ruislip. Ruislip High School has evolved into a school of choice in the local area with circa 1100 pupils. The school has been designated outstanding in both Ofsted inspections in 2007 and 2011. Ruislip High School's logo symbolises the school's motto -from grass roots, to reaching for the sky- which represents high aspirations and pupils' journey as they progress through the school.

Ryefield Primary School

Ryefield was established in 1960 and as a school community it strives for excellence. Ryefield is an excellent school where its children love learning and achieve the highest standards possible in a thriving multicultural learning environment. Above all Ryefield strives to touch the lives of all its children to ensure they grow up to be reflective, self-aware, and resourceful; they are at peace with themselves; empathetic towards others and confident young people.

Vyners School

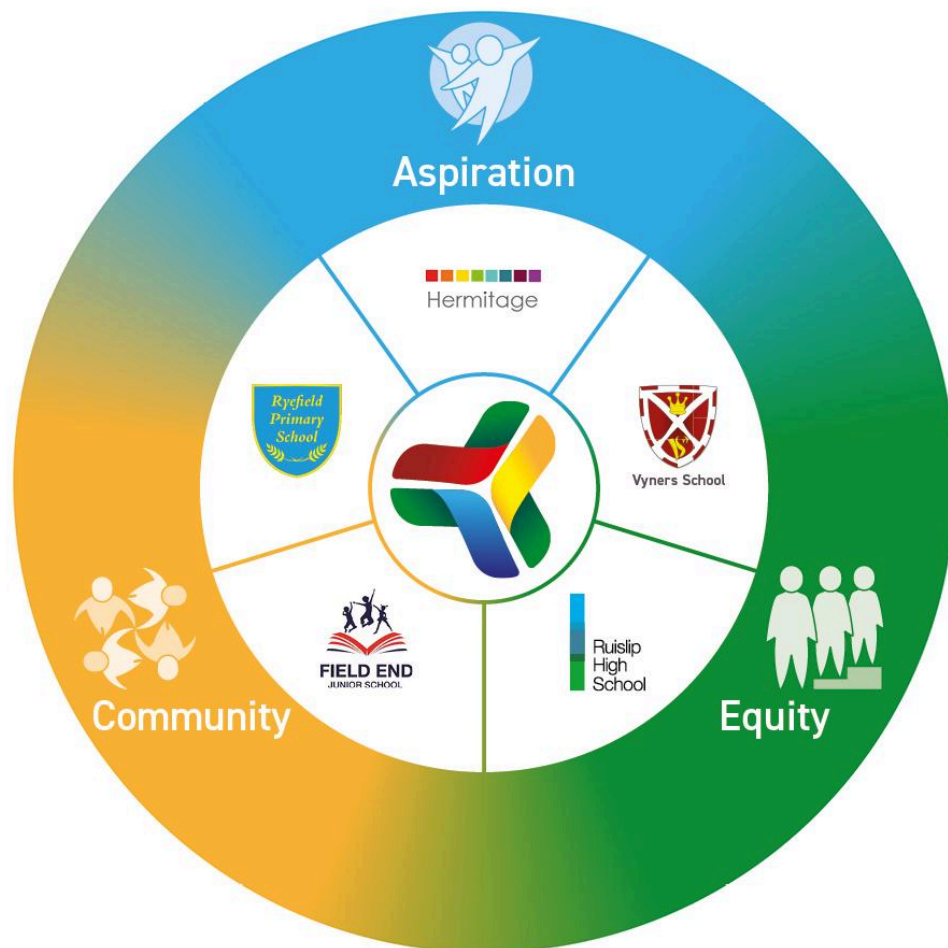
Vyners School was established in 1960. It is a highly oversubscribed mixed secondary, comprehensive school based in Ickenham with circa 1,200 pupils. Vyners is an extremely popular and successful school with an excellent reputation for academic achievement and extra-curricular activities. Underpinned by its school's values -community, aspiration, respect and endeavour- Vyners prides itself on the positive relationships that exist in the school and the sense of being part of a happy community. In May 2019, Ofsted designated Vyners as outstanding as part of its Section 5 inspection.

The Trust's vision, values and mission statement are as follows:

Vanguard Learning Trust

Our vision

Outstanding, inclusive education



Core purpose

Vanguard Learning Trust's core purpose is to provide outstanding, inclusive education through collective responsibility across several, rather than individual, local schools. This provides a sustainable foundation allowing for a broader range of school improvement work including cross-phase, joint professional development opportunities as well as student activities. The collective responsibility allows schools and the central team to provide support and share expertise both within and beyond the Trust.

The Trust's values are represented by ACE:



Aspiration

Endless possibilities with limitless boundaries



Community

Collective responsibility, collaborating within and beyond the Trust



Equity

Opportunities for all to achieve equitable outcomes

Mission statement

As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can achieve their potential.

Job description

Job title:	Caretaker
Reports to:	Site Manager
Salary:	NJC Scale 3, Point 5- Point 6
	Actual starting salary: £26,238
	Rising annually to a maximum of: £26,634
Working Days:	52 weeks per year (full-time), 11.00am - 7.00pm (Mon.- Fri.)
Holiday entitlement:	Paid holiday entitlement is 26 days (23 days + 3 statutory days) + 8 bank holidays
Start date:	As soon as possible
Location:	Hermitage Primary School will be the primary location of employment but the successful candidate will be expected to be available to work at any Trust location should the need arise.

Main Purpose of the role:

To carry out a range of caretaking duties to help ensure the school is secure, clean and safe and facilities and resources are maintained and improved

Key Responsibilities

Caretaking Duties

- Ensure that all work carried out is done with due regard to the Health and Safety Policies and Regulations
- Deal with emergency situations in accordance with the school's Health and Safety Policy
- Support the site manager in ensuring all contractors and visitors are managed according to required Health and Safety guidelines
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction
- Ensure that inflammable materials for use around the site are stored safely
- Ensure that dangerous substances and equipment are used and stored safely
- Maintain the play area and school field
- Remove rubbish and animal waste from the site as and when necessary
- Grit walkways in icy weather as per the Health and Safety Policy
- Assist with the moving of furniture and equipment as required
- Assist with setting up spaces for school events, productions, etc.

Security

- As a key holder, to be responsible for opening/closing the school, disarming the alarm system, securing the school, including windows, exit doors and gates and re-arming the alarm system.

Services, Maintenance and Repairs

- Tend to, under the direction of the site manager, the maintenance of the school site and the immediate areas outside school
- Undertake daily and periodic cleaning duties on a regular basis and general cleaning during the school day as need arises
- Carry out minor day-to-day repairs and maintenance around the school site as directed by the site manager. Report and follow up faults as necessary.

- Undertake some external and internal redecoration as per the maintenance schedule, possibly during the school holidays

Training and Development

- Undertake training courses to develop relevant skills.
- Attend Health and Safety courses to keep up to date with legislation.

The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Health and Safety

All staff are expected:

- To be familiar with the school's policies that refer specifically to health and safety regulations and implement it as applicable within the department;
- To ensure that health and safety policies and practices, including risk assessments, throughout the department are in-line with national requirements and updated where necessary; and
- To have regard to health and safety across the school in all aspects of work, in line with the school's policies and keep up to date with all relevant policies and risk assessments.

Safeguarding

Hermitage Primary School and Vanguard Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure is required for all posts. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. The safeguarding responsibilities of this post are detailed in the candidate information brochure.

Equality and diversity

Hermitage Primary School and Vanguard Learning Trust embrace diversity and promote equality of opportunity

Person Specification

For the supporting statement, applicants should address and evidence their experience, skills and qualifications in relation to the key criteria detailed in this person specification. This section should be no more than two sides of A4 font, size 12.

Qualifications and experience	Essential	Desirable	Method of Assessment
A good general education	✓		1 & 2
An understanding that the needs and safety of the children and staff are of prime concern	✓		1 & 2
Work effectively both independently and as part of a team	✓		1, 2 & 3
An awareness of the need for strict hygiene and cleaning standards	✓		1, 2 & 3
Experience of primary school caretaking		✓	1 & 2
Working in a school environment/site management		✓	1
Basic training and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work.	✓		1 & 2
Have worked in an environment using similar skills		✓	1 & 3
Experience or expertise in areas of DIY		✓	1 & 3
Relevant qualification or training in First Aid and/or Health and Safety		✓	1 & 3

Skills and abilities	Essential	Desirable	Method of Assessment
Good organisational skills	✓		1, 2 & 3
Ability to prioritise, plan, schedule and evaluate work	✓		1, 2 & 3
Ability to be proactive and work on own initiative and manage own workload	✓		1, 2 & 3
Commitment to the security and wellbeing of the school	✓		1 & 3
A willingness to undertake as necessary training in all aspects of the job including health and safety	✓		1 & 3
Able to communicate verbally with all school stakeholders	✓		1, 2 & 3
Experience of security systems		✓	1 & 3
Some evidence of administration skills e.g. Record keeping, time sheets		✓	1 & 3
Knowledge and experience of Health and Safety regulations		✓	1, 2 & 3
Ability to drive		✓	1 & 3

Personal skills and attributes	Essential	Desirable	Method of Assessment
Enthusiasm	✓		2 & 3
Sense of humour	✓		2 & 3
Flexibility	✓		1, 2 & 3
To be a proactive member of the school community	✓		1, 2 & 3
Hard-working	✓		1 & 3
Common sense and initiative	✓		2 & 3
Ability and commitment to contribute fully to the tasks in school	✓		1, 2 & 3
To uphold the ethos of our school	✓		1, 2 & 3
An interest in professional self-development		✓	1 & 3
A willingness to contribute to the wider life of the school		✓	1 & 3

Physical requirements	Essential	Desirable	Method of Assessment
Able to meet the physical demands of the post	✓		1, 2 & 3
Ability to work at high levels with appropriate equipment	✓		1, 2 & 3
Ability to deal with some manual handling	✓		1, 2 & 3

Please note: the items highlighted in red are the main assessment criteria.

Key to methods of assessment

1. Application form and supporting statement
2. Final selection Interview
3. Tasks

All aspects of the personal specification will be assessed through the recruitment process. Applicants should ensure that all aspects of the qualifications and experience section are explicitly referred to in their application form including using the supporting statement if required.

How to apply

Application process

In addition to this candidate pack, the school's website ([click here](#)) will provide prospective applicants with all relevant information and publications.

Applicants should complete the application form, ensuring that their supporting statement relates to the personal specification provided in this pack and is no more than two sides of A4 font size 12.

In compliance with safer recruitment guidelines, CVs will not be accepted.

Completed application forms should be sent to: recruitment@vlt.org.uk

The closing date for applications is 10:00am on Wednesday 6th March 2024 and the interview process will be held on Monday 11th March 2024.

Please note, parking is not available on the school site but advice will be given regarding where parking is available locally if you are shortlisted for an interview.

Selection process

Full details will be provided to all candidates selected for the interview process; as noted, it will be held on 1 day and will include:

- written and/or practical tasks; and
- a panel interview.