



Candidate Brief

**Estates Team Caretaker
Fulltime & Permanent**

Payscale Surrey 6 £20,834 - £24,412 FTE



BLENHEIM HIGH SCHOOL

LONGMEAD ROAD, EPSOM, SURREY, KT19 9BH

www.blenheim.surrey.sch.uk

Background Information

Such was the improvement in Blenheim's GCSE results in 2018 that the Department for Education have confirmed that Blenheim is Surrey's most improved school in 2018. In addition, the DfE have confirmed that Blenheim's GCSE results in 2018 place the school in the top 30% nationally (DfE, 16.10.18).

Blenheim is a dynamic, exciting and supportive environment in which to work. The school opened in September 1997 with one year group and has grown to its current size of approximately 1310 students on roll including 200 in the Sixth Form. Blenheim is a mixed comprehensive and our reputation in the community is excellent and as a result the school is very popular. The intake comprises of students from all surrounding areas and ability levels are favourable.

The school is under new leadership as of April 2017 and we have put in place a number of comprehensive measures designed to improve the consistency of teaching, the quality of assessments and the impact of feedback, so that all students make good or better progress.

The ethos of Blenheim now revolves around a growth mindset where all members of the school community are actively encouraged to develop the characteristics of hard work, resilience, innovation and improvement. 2017 – 18 saw much change including the implementation of a new permanent Wider Leadership Team, an extended day, a comprehensive Easter Revision programme with appropriate staff remuneration and improved whole school consistency.

Several major changes have come into effect from September 2018. These include:

- The recruitment of a number of high quality middle managers and teachers.
- A six period school day.
- A fortnight October half term & seven week Summer holiday.
- A three year Key Stage 4.
- A Chelsea Girls' Sixth Form Football Academy.
- An alternative pathway for our less academic Key Stage 4 learners providing access to high quality local vocational provision.

In a short amount of time we have addressed many issues and, according to our visitors, now feel like a 'good school'. Of course, we want to continue to be better and as Headteacher I have made a long term commitment to Blenheim.

Blenheim converted to Academy Status in March 2012 and we have developed many community and primary school links. We are a well – resourced school and are fortunate to have outstanding facilities including our own grounds, grass football and rugby pitches and an artificial pitch. We are not part of a Multi Academy Trust, although we continue to investigate this. However, with a significant capital reserve, from which we have complete autonomy to invest, we are genuinely in charge of our own destiny. Together with a very supportive governing body this has meant we have been able to 'move quickly' and invest significantly in several areas, not least in the appointment of high quality teachers and site infrastructure. Our buildings are modern and have just received an internal £150,000 face lift. Visitors now comment on the calm, purposeful learning environment that pervades.

We have an iPad for learning scheme under which all students have access to an iPad with the overwhelming majority having their own personal device and, naturally, teaching staff need to be willing to engage with new technologies.

Job Profile



The Role

Working as part of the Estates Team, the school caretaker role is responsible for the ongoing maintenance of the school buildings, grounds and equipment to a high standard.

Accountable to:

- The Operations Manager and the Director of Finance and Operations.

Safeguarding

- To be familiar with school policies, in particular safeguarding procedures, and promote the welfare of children.

Key responsibilities:

- To ensure that the agreed procedures and systems for opening and unlocking the school are fully implemented, securing the building using the alarm system and reporting any potential security breaches.
- Responsible for the operation of any and all fire and burglar alarms serving the school premises. This will include being a key holder and will require the post holder to open and lock the school ensuring all doors and windows to buildings are secure, all perimeter gates are secure and disarming or rearming the alarm systems as appropriate.

- To maintain the security of school premises during the day in accordance with the requirements of the school. This will include regular patrolling of the grounds, taking reasonable action to discourage unauthorized parking of vehicles or in any position likely to cause an obstruction and to be vigilant of any strangers on site; challenging in accordance with defined procedures and reporting as appropriate to the Estates Team Supervisor or other designated person.
- To be the main key holder and attend to call outs and emergencies on a rota basis.
- To provide access to the school site out of hours as requested.
- To alert the appropriate person to any risk to a breach of security and deal with any incident affecting security as directed.
- To ensure that lighting and heating is kept in good working order.
- Supervising contractors as appropriate, regarding access to the site, monitor and log the progress of the work and ensuring that work is carried out to the required standard, as appropriate.

Cleaning Duties

- Undertake daily agreed cleaning duties and ad hoc duties, including graffiti removal, litter picking and assembly of waste for collection.
- Undertake emergency cleaning duties/activities e.g. spillages and to maintain a safe, clean and orderly learning and working environment e.g. gritting.
- Ensure that cleaning equipment is properly maintained and in good working order.
- Order and maintain supplies of cleaning materials and domestic consumables for school use.
- Keep necessary logs and maintain logs associated with cleaning routines.
- To ensure that all ground surfaces are safe internally and externally.
- Clean the toilet areas if required during the day.
- Be aware of COSHH procedures and ensure that safe handling procedures are applied to all cleaning products.
- Work collaboratively with cleaning staff to ensure the smooth running and delivery of cleaning services.

Porterage

- Assist in undertaking porterage tasks to support school and community activities, with due regard to current Health & Safety and Lifting & Handling regulations.
- To act as a porter for deliveries, furniture removals, or any other lifting tasks required by the school. To arrange for the disposal of redundant furniture and equipment in accordance with school procedures.
- Provide a porterage service around the school and assist with the receipt, distribution, collection and dispatch of goods.
- Set out tables, chairs and other items as required.
- Move furniture between rooms as required.

- If required, cover for meetings and lettings for 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. With the prior arrangement of the appropriate person.

Health & Safety

- To ensure caretaking duties are undertaken in accordance with the Schools Health & Safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health & Safety protocols.
- To carry out equipment testing as appropriate and report any faults to the appropriate person.
- Operate and monitor CCTV or surveillance systems and take appropriate action to report any faults/incidents to the appropriate person.
- Carry out fire drills in consultation with the appropriate person.

Repair & Maintenance

- Ensure alarm systems are kept in good working order.
- Maintain cleanliness and general tidiness of all external hard areas; empty litter bins on a daily basis.
- Take reasonable action to keep drains, downspouts, wastepipes, gullies etc., clean and clear of minor blockages that are clearly visible.
- Report any need for repair or maintenance to the Estates Team Supervisor.
- Undertake light gardening duties and ensure school buildings, entrance areas and grounds are free from rubbish.
- Undertake maintenance tasks in accordance with the schools priorities/need. Include but not limited to plumbing, decorating, repairs etc.
- Ensure lights and other equipment are turned off as required and to report faulting equipment and maintenance requirements to the Estates Team Supervisor.
- Ensure the school is adequately heated and to control the level of heating and ventilating throughout the buildings as required by the school.
- To assess maintenance/space needs where necessary and use initiative to take appropriate action. Prioritise and undertake the program of minor works at the school, taking into account urgent need and health and safety issues.
- Maintain all logs and appropriate records and actions in accordance with procedures.

School Holidays

- Larger maintenance and decorating work is usually carried out during holidays. Such work has to be arranged in accordance with the School Improvement Plan and is subject to available finance.
- An extensive clean of the school should be scheduled twice a year – Summer and Easter. The caretaker is to supervise and assist the cleaners, to ensure all areas are addressed.

Person Specification

- Experienced in DIY/Practical skills.
- Experience of working in a similar role.
- Experience of using and maintaining a wide range of cleaning and maintenance equipment.
- Experience dealing with contractors is desirable but not essential.
- Good verbal and written communication skills.
- Good organisational, planning and scheduling skills.
- Effective analytical and problem solving skills and the ability to work independently on assigned tasks.
- Good interpersonal skills. Experience working cooperatively with internal teams and external partners.
- Respond in courteous manner to enquiries from the school community and external visitors as appropriate.
- Ability to work independently and be a team player; work professionally with all levels of staff.
- Ability to work under pressure, meet strict deadlines and effectively manage time to work on multiple tasks in high pressure and short deadline environment, and to adapt to changes in work load demand and priorities.

General

- Demonstrate a keen interest in all aspects of school life.
- Maintain confidentiality over all matters relating to the school, pupils, staff or parents.
- Participate in the staff review and developmental appraisal process.
- Undertake other duties consistent with the post and job description, as may be required from time to time by the Estates Team Supervisor, Director of Finance and Operations or Headteacher.
- To show solidarity by supporting school policy, and the senior leadership team, publicly.
- To challenge school policy, and the senior leadership team, privately.

The Application Process

Please download and complete the Application Form and include a Statement of Application outlining your achievements to date and what you bring to the role, please ensure this is no more than two sides of A4. Completed applications may be emailed to Emma Matthews, Human Resources, matthewse@blenheim.surrey.sch.uk

Alternatively you may post or hand deliver your application marking for the attention of **Emma Matthews, Human Resources, Blenheim High School, Longmead Road, Epsom, Surrey, KT19 9BH**. The closing date for receipt of applications is **Friday 16th November at 12 noon**. We reserve the right to interview and appoint before the closing date if a suitable candidate is found; we would therefore welcome early applications.

To find out more about the school or to arrange a tour of the school please contact Mrs Mel Hart, PA to the Headteacher, headteacher@blenheim.surrey.sch.uk

Our school is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced DBS disclosure. I enclose our policies for your information.

I should remind you that you are liable to prosecution if you are included in the Disclosure and Barring Service's/Disclosure Scotland's Children's Barred List and engage, or seek or offer to engage, in work which either involves contact with children or provides opportunities for contact with children.