



The Royal School

Wolverhampton



CARETAKER
CANDIDATE INFORMATION PACK



WELCOME MESSAGE FROM OUR PRINCIPAL

Dear Candidate,

Thank you for your interest in the post here at The Royal School, Wolverhampton (RSW). To help you decide on whether this is the school for you it is important to understand where we have come from and where we are going.

The school is built upon a combination of things; it's unique heritage, record of academic excellence, outstanding educational environment, and the full support and endorsement of our Patron, the Earl of Wessex.

From this, the Governors and leadership team are committed to supporting wider access for pupils, of all abilities and backgrounds, to add to The Royal's rich and diverse educational offer.

The Royal School, Wolverhampton offers a unique proposition to families in Wolverhampton and its surrounding area of an 'all-through', 4-19, co-educational, nondenominational day and state boarding school, with the capacity over time to provide for 1500 pupils, through a carefully managed programme of growth.

Whilst remaining fully non-selective and dedicated to supporting pupils in need, this change process has enabled RSW to combine its traditional values and academic offer with a global perspective. All this is to benefit our pupils, and to create a dynamic outward looking, culturally diverse, yet inclusive school community. Within this, pupils acquire the rich subject knowledge, life skills, understanding and aspiration to succeed locally, nationally, and internationally.

We welcome your application to be part of our community and would love you to visit and see the school in action or call us to talk things through.



Mr Mark Heywood





Ethos

- Traditional values and behaviour, married with a forward looking, dynamic and global outlook.
- Excellence in the Arts, on the sporting field, in STEM and across academic breadth.
 - An outstanding co- curriculum and enrichment programme, provided through our extended day, which nurtures and develops young people across a range of talents, promotes skills for life and underpins academic success.
 - An inclusive approach to building pupil motivation, aspiration, and self-esteem, through our “all-age structure”, vertical House families, and outstanding pastoral and wrap around care, which means that pupils entering RSW at whatever age and stage can be well supported in their learning and achieve challenging individual targets.
- The development of self, personal responsibility, and accountability within a vibrant and supportive extended community through our weekly and term time boarding houses, our links with The Royal’s existing alumni and our outstanding programme of engagement with the wider local community.
- Having staff, children, and parents who are committed to learning as the passport to success.
 - A unique physical location and setting in which to grow and develop, established within the heart of the city.

RESPECT

The respect we have for one another can be seen in the diversity of our community and the acceptance of all pupils, staff and families for who they are. Respect is seen in the exemplary behaviour of our pupils and the care given to them by our staff.



TRUST

At The Royal School, our pupils take pride in being trustworthy learners. As a school, we trust our teachers to support all pupils in their learning and personal development. This trust is seen in the outstanding curriculum that is delivered every day, and the range of experiences on offer.

COMMUNITY

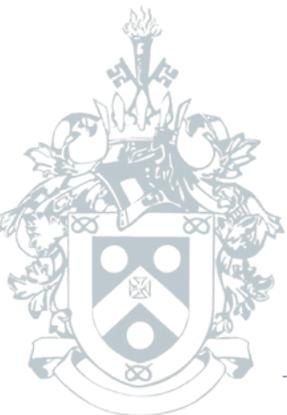
We truly feel like a 'Royal Family'. We welcome families, pupils and staff into our community and encourage everyone to play an active part in building strong links to our school. We provide opportunities through events such as Founders' Day and Prize Day.

INITIATIVE

Initiative and independent learning is built into our curriculum and encouraged through our extended day provision. We encourage our pupils to solve problems themselves and work hard to give them the tools to do so.

RISK

All success is founded on taking the first step into the unknown. We support our community to take risks and encourage them to develop the skills they need to be resilient. We aim to nurture their love of risk so they keep that excitement throughout their whole lives.



We have a range of strategies to help our pupils achieve success at whatever point they join us in their educational journey. They are:

- The strong ethos of the school.
- The opportunities provided through an 'all-through' approach.
- The provision of exceptional age-related pastoral care.
- Our extended day and Enrichment Programme which lasts until 4:45pm Monday to Friday.

Such strategies have been evidenced through a range of recent national studies as having maximum impact on the motivation, self-esteem, and attainment of those pupils at greatest disadvantage.

Excellence for all: inspiring individuals to achieve their personal best and to compete and contribute as local and global citizens.



We build an aspirational culture through our senior mandatory and balanced co-curricular programme. Including:

- Combined Cadet Force (CCF) for all.
- Access to Excellence through the Elite Swimming Academy.
 - Sports.
 - Performing arts.
- Cultural, aesthetic, and intellectual development.

This encourages our pupils to become confident, resilient, caring, and enterprising individuals. Yet at the same time, they are trained to operate as leaders, mentors, and members of a team in the widest sense.

Our Boarding dimension helps us to:

- **Enrich to our school and local community.**
- **Support our fundamental ethos of 'wrap around care' (which includes our 'day boarding', offering additional enrichment, targeted support and intervention, and supervised study sessions).**
- **This has also strengthened our care of children who attract Pupil Premium, Children who are Looked After (CLA) and any child experiencing a temporary difficulty in home circumstances because we have an on-going flexibility in supporting those most disadvantaged to succeed.**



This leads to:

- **Working constructively with the Local Authority in Wolverhampton, and more widely with Sandwell and Dudley in supporting CLA and pupils with a Statement of Need/SEND.**
- **Developing our role in broadening local choice and diversity, and simultaneously raising aspirations and outcomes.**
 - **Being able to address the urgent demand for more local pupil places, at both primary and secondary.**
- **Being able to provide a supportive community for vulnerable pupils, including, as recently requested, unaccompanied refugee children who would benefit from the boarding environment we offer.**
- **Being able to empower our pupils to grow, successfully challenge stereotypical assumptions and exceed their expectations within a nurturing, inclusive and culturally diverse community.**



Job Description:

Job Title: Caretaker

Grade: RWS Pay Scale Level 4 £12.59 per hour

Accountable to: Site Operations Manager

Terms of employment: Permanent: Monday-Friday 6am-10am

Start Date: 4th November 2024

Duties and responsibilities:

The duties and responsibilities listed below are not exhaustive and there may be occasions when the post holder is expected to undertake other areas of work as directed by the PA to the Principal.

The role requires flexibility and will require weekend working, annual leave cover and can be amended at any time according to the school needs.

Main purpose of role:

To undertake general site maintenance and security, including responding to emergencies at the school. As directed by the Estates & Facilities Lead, SLT, and Principal.

General responsibilities:

- Undertake routine and non-routine opening and closing of sites, site security, general upkeep and maintenance of plant, equipment, buildings, and grounds.
- General caretaking and portering duties, including support for exams and special events.
- Assisting with emergencies that may arise on the premises.
- Liaising with contractors on site and supervising as requested by the Estates & Facilities Lead, ensuring that a safe environment is always maintained.
- Be welcoming, respond to and assist with enquiries from visitors, suppliers, pupils, and staff.
- To be responsible for Health and Safety within areas of own responsibility as laid out in the Health and Safety Policy and as requested by the Estates & Facilities Lead.
- Carry out security procedures for the school buildings and grounds, including setting of intruder alarms.
- Take action to prevent trespass on the premises and follow procedures to reopen the site when directed.
- Ensure unauthorised parking of vehicles does not occur on school premises.
- Act as a key holder, if requested, and respond appropriately to alarm company, police callouts and other emergencies.

- Undertake emergency cleaning duties as requested, including any spillages etc in liaison with the Domestic Manager where required.
 - Ensure site is free from graffiti or any other unauthorised images, logos, artwork etc.
 - Be responsible for basic tools and equipment and report repairs, damages, and any maintenance work that is required which is beyond own competence.
 - Undertake repairs and maintenance as directed and appropriate to qualifications and experience.
 - Maintain records of servicing and maintenance activity in support of Health and Safety compliance.
 - Assist the Swimming Pool Technical Operator when required in cleaning the swimming pool and conducting maintenance, back wash, and regular daily tests of pool water quality during working hours. Ensuring that testing continues to be carried out over the weekend and school closure dates where required. Whilst ensuring that all operational records are completed as per the School and PWTAG procedures.
 - Ensure all waste is disposed of promptly and in accordance with legislation.
 - Use and action requests raised on the school estates management system.
 - Carry out procedures as required in the event of fire, flood, breaking and entering, accident or major damages.
 - Ensure all areas are free from litter and bins are emptied daily.
 - Ensure drains and gullies are inspected to ensure they are free flowing and clean, dealing with blockages, as necessary.
 - Act upon any health and safety concerns, including the removal of hazards and notifying the Estates team when appropriate.
 - Undertake routine checks and inspections as required by Health & Safety legislation, and as directed by the Estates & Facilities Lead.
 - Provide safe access during periods of inclement weather and emergency situations – including gritting access routes as directed.
 - Ensure contractors are advised of emergency procedures and are given access to the Asbestos register and all other relevant health and safety records.
 - Fully understand and be able to use the fire alarm system and undertake duties in the event of a fire activation.
 - Move resources, equipment and furniture as required by the school, including exams and events.
 - Preparing for after-school activities and ensure accommodation is prepared for normal school use.
 - Assist external hires and ensure external lettings operate within the lettings agreement and report any concerns.
-

·To be aware of and comply with policies and procedures relating to; child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils

·Maintain an environment which feels safe and enables students to report any concerns or complaints.

Health and Safety - This will include, but is not limited to:

a)Liaising with Managers to ensure that all Health and Safety management systems, processes and practices are consistent

b)Working with Team Leaders to ensure that, in all activities undertaken, the School properly discharges its duties under its Health & Safety Policy; the Health & Safety at Work Act; relevant regulations; and any other relevant statute, regulation or directive. Similarly, to ensure that contractors operate safely in accordance with these same statutes etc.

c)Working with Managers to ensure the school's responsibilities in relation to maintaining health & safety statutory documentation is met

Risk Management

To ensure compliance with departmental and school risk assessments.

To immediately raise and report any health and safety concerns.

Safe Working Practices for Adults working with Children- It is the responsibility of each employee to carry out their duties in line with school's ethos and culture of safe working practices and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations - The post holder is required to comply with GDPR regulations and maintain awareness of school policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity – There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department.

Health and Safety - The post holder must at all times carry out his/her responsibilities with due regard to school policy, organisation and arrangements for Health and Safety at Work.

Flexibility - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Caretaker - Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	SPECIFICATION	ESSENTIAL
<p>Education/ Training</p>	<ul style="list-style-type: none"> • Good general standard of education, preferably to at least NVQ3 or equivalent 	<ul style="list-style-type: none"> • Relevant qualifications in a trade: Plumbing, Joinery, Painting etc. • Pool Plant Operator Qualification • First Aid Qualification 	<p>Skills, Knowledge & Abilities</p>	<ul style="list-style-type: none"> • A knowledge of Health and Safety requirements and experience of implementing safe working practices. • Ability and experience of undertaking general maintenance. • Excellent time management skills and the ability to work as part of a team or undertake work on an individual basis • Excellent organisational skills with the ability to manage a complex workload and prioritise conflicting demands • Able to prioritise well and use own initiative • Excellent interpersonal skills for dealing with colleagues. 

Caretaker- Person Specification

SPECIFICATION	ESSENTIAL		SPECIFICATION	ESSENTIAL
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Excellent communication skills. • Have a flexible approach to work and be adaptable, including ability to work in on a shift basis and cover when required. • Positive attitude to work, excellent attendance and punctuality record. • Ability to work in a highly confidential manner and undertake safeguarding training. 		<p>Other Requirements</p>	<ul style="list-style-type: none"> • Flexibility to working hours to accommodate school requirements e.g. sick/holiday cover. • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality, and diversity. • Candidates must demonstrate awareness/understanding of equal opportunities. • A commitment to follow all requirements, training and adhere to all policies ensuring and promotion of the safeguarding and welfare of students. • Candidates must demonstrate an understanding and knowledge of the individual's responsibility for promoting and safeguarding the welfare of children and young people. 

Benefits Of Working At The Royal

The Royal School offers significant benefits for its staff:

- Regular CPD programme and investment in training
- Cycle to work scheme
- Free meal provided when taken in the dining room
- Free tea and coffee provided
- Opportunities for you and your family to attend boarding activities e.g. parties, Alton Towers, visits to cities and museums
- Two additional weeks holiday compared to many schools (one week prior to Christmas, one week early in the summer)

The school's distinctive ethos and culture where a truly holistic view of the personal development of the child is central to all that we do. The wider 'enrichment' programme at this all-through 4-19 boarding and day school is essential and helps develop confident pupils well equipped for life beyond the school. All staff contribute to this extensive programme with their personal interests and to join in with existing activities.

Application process

The Royal School Wolverhampton



Closing date

Submit application form by
Friday 6th September (Midday)

Return applications to

icallaway@theroyal.school





The Royal School Wolverhampton

Penn Road
Wolverhampton
WV3 0EG

Phone 01902 349100
Email primaryreception@theroyal.school
Website www.theroyalschool.co.uk



The Royal School
Wolverhampton

