



Launceston College

Part of the Athena Learning Trust



Applicant Pack

Caretaker



ATHENA
LEARNING TRUST

Job Title: Caretaker	Start date: As soon as possible
School base: Launceston College	Contract type: 37 hours, 52 weeks, full time
Closing Date: Monday 30 th January 2023, 9am	Salary: Grade C, £10.59 - £11.87 £20,425 - £22,905, depending on experience
Interviews on: TBC	Contract term: Fixed term until 31 st August 2023

Our Trust

Launceston College is part of Athena Learning Trust alongside Altarnun Primary, Bideford College, Egloskerry Primary, Atlantic Academy and Launceston Primary School.

Our Trust is vibrant, energetic and has exceptional people across our Schools. You will be joining an existing high quality school facilities team who give an exceptional level of practical support to our schools. We focus on the happiness and healthiness of our employees, with a practical focus on wellbeing, from 'light touch' marking to addressing behaviour centrally to ensure disruption free learning. We have a comprehensive employee assistance programme and a scheme offering rewards and savings at a large range of shops and supermarkets.

Our vision is to develop adventurous and ambitious students, who have the character, resilience and self-awareness required to be successful, whatever their background or circumstances. We seek to teach and support them to be responsible as well as happy and successful young people by learning the knowledge, skills and values that are essential for society.

Our pupils are amazing! We have exceptionally high aspirations for them and seek to support all our students no matter what their background or circumstances. We offer a distinctively broad, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning. As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

We seek applicants who are aligned to our vision and ethos and have the talent and passion to deliver that vision successfully. We support all our schools with an extensive range of shared services, including: trust-wide leadership and management, tailored and supportive CPD, safeguarding activity, external network opportunities and high quality expertise in teaching and learning, school improvement, financial, administrative, estates and HR.

If you want to spend your time maintaining the quality of our exceptional buildings and resources and have real influence and impact on the outcomes of young people whilst taking advantage of the lifestyle that miles of beautiful coastline, beaches and scenery that our settings can provide - we want to hear from you.

Our College

Launceston College is a large and established 11 – 18 secondary school in Launceston, Cornwall. The belief at Launceston College is that the most vital part of any school is the people who make it what it is. Our students enjoy being part of our school community and we have a strong team of staff at the college who are united in encouraging students to work hard, to achieve their best and to respect others. To do this we believe that students need to be fully challenged and supported within a caring environment.

The college addresses pupil disruption to ensure that our lessons are well-disciplined, orderly and respectful; we have rules and we expect students to follow them. Lessons are free of distraction and disruption.

To ensure our teachers are well supported, we have a practical approach with focused learning routines, 'light touch' marking and a range of excellent CPD opportunities and resources from the Trust School Improvement Team. We are proud to provide amazing facilities, including our brand new science facilities and access to outdoor educational facilities at nearby Dartmoor.

We are committed to the pursuit of individual excellence and achievement whilst ensuring that no-one is left behind. We believe in the education of the whole person and try to provide a range of experiences which promote the spiritual, moral, social and cultural development of our students; we are an accredited "Adventure Learning School" and provide a wide range of adventurous learning opportunities both inside the curriculum and beyond.

What's in it for you?

We can offer you an amazing place to work and some great benefits, including:

- A focus on staff happiness, healthiness and a holistic approach to wellbeing.
- Great pay and opportunities to develop your skills across a growing Trust.
- Access to an outstanding local government pension scheme and generous holidays.
- Inclusion in *Perkbox* - our benefits scheme which provides a range of great savings and perks.
- An Employee Assistance Programme to give practical support for your health and wellbeing.
- On site parking and a modern, well equipped school workplace.
- The option to be part of a nationally recognised cycle to work scheme.
- Opportunities to access quality CPD, to ensure professional success and personal satisfaction.
- A team of dedicated staff who are passionate about supporting teaching and learning.
- A Trust culture which is fair, developmental, and supportive of staff and pupils.

Thank you for your interest in the position of caretaker within the Athena Learning Trust.

If you have any questions or if you would like a further discussion about the role, in the first instance please contact People Operations, on:

(01566 701683  people@athenalearningtrust.uk)



We are seeking to appoint a **Caretaker**.

Job Title:	Caretaker
Grade:	C
Responsible to:	Site Supervisor/Estates Manager
Direct Supervisory Responsibility:	None
Indirect Supervisory Responsibility:	None
Important functional relationships:	<u>Internal:</u> Site Supervisors/Trust Estates Managers, Principal, Trust Leadership Team, staff, Pupils. <u>External:</u> Suppliers of goods and services, maintenance staff, parents, visitors to the school.

MAIN PURPOSE OF JOB:

To undertake general maintenance of the buildings, facilities and grounds and to assist in maintaining the security of the school buildings. To make sure the facilities are available for hire outside of normal school hours.

The caretaker/grounds person carries out Estate maintenance, grounds works & preparation of sports surfaces. This will be primarily based at Launceston College, but may also involve some work at any of the Athena Learning Trust sites. The School reserves the right to transfer between the sites.

MAIN DUTIES AND RESPONSIBILITIES

- To act as joint key holder for the site, ensuring security at all times including the operation of alarms.
- To report any major defects in building, equipment and security systems observed in the course of duties and to liaise with the Site Supervisor.
- To undertake maintenance and painting of premises, fixtures and fittings as necessary in a timely manner.
- To assist with the day to day needs of the school working closely with the Principal/Assistant Principals to deliver set ups for lessons, assemblies, etc.
- To assist in the collection and disposal of all refuse and ensure the school buildings and grounds are free from graffiti. To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.
- To undertake emergency cleaning of drains and toilets.

- To undertake the efficient operation of the heating system ensuring its good working order.
- To record and monitor gas/electricity/water (as applicable) meter readings/returns as required by the Authority.
- To take deliveries of stores, materials and other goods and to undertake portering duties as required.
- To maintain records and complete paperwork as required.
- To drive the school minibus as directed.
- To assist in the general maintenance/upkeep of the college minibuses.
- To assist with building works, i.e. to repair or rebuild stone walls, erect studwork, partitions and board.
- Pressure washing.
- Grass cutting, pitch marking.
- Pesticide spraying.
- Servicing of grounds equipment, mowers, hedge trimmers, chainsaws etc.
- Cleaning of gutters or flat roofs.
- Repair and renewal of fencing.
- Low liming of trees and hedges.
- To participate in evacuation processes as agreed and in accordance with the school's recognised Evacuation Procedure.
- To be available to open/secure the building for pre-arranged lettings on a rotational basis outside of normal school hours, either as part of normal working hours or on a casual overtime basis.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the School.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- There is no guaranteed overtime (we respond to emergencies as and when they happen).
- Personal Protective Equipment (PPE) is provided and is to be worn appropriately (boots, hat overalls etc.)
- Training provided for anything we ask you to do unless you provide a current valid certificate.
- The job is predominantly based on one site but you will also be required to work across the Trust on occasions if needed.
- To undertake other duties appropriate to the grading of the post as required.

Note:

The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.

Person Specification

Attributes	Essential	Desirable
Qualifications	<p>NVQ qualification or good knowledge and demonstrable experience of general maintenance and painting skills</p> <p>Full Clean Driving Licence (to include towing a trailer)</p>	<p>Qualification or good level of experience in building or carpentry</p> <p>Chemical Spraying licence</p> <p>Chainsaw qualification/experience</p> <p>D1 entitlement on driving licence</p>
Experience	<p>Good knowledge and demonstrable experience of general maintenance and painting skills</p> <p>Good knowledge and demonstrable experience of all Groundsman ship</p>	<p>Good Knowledge of maintaining grounds and sports pitches</p> <p>Experience of commercial heating systems and controls</p> <p>Experience of Safeguarding</p>
Knowledge And Understanding	<p>Health & Safety regulations</p> <p>Safe working practices within the School environment</p> <p>Ability to understand the need to be a flexible team member (i.e. fitting into staffing rota if required)</p>	<p>Knowledge of how own job fits into the activity and role of Athena Learning Trust</p> <p>Child Protection responsibilities (Safeguarding)</p>
Skills	<p>Able to work unsupervised</p> <p>Good communication skills</p>	<p>High level of experience in building and carpentry</p> <p>General understanding of plumbing and heating</p>

Personal Attributes	Honest and trustworthy Friendly and helpful Able to work as a team member or independently Able to follow work routines and Instructions Attention to detail	Awareness of the responsibilities of working in an environment with young people Ability to prioritise and organise work commitments
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To apply:

To apply for this job, please complete the application form: (provided in two formats below):
(Please note that for the Word application, you may have to download the file)

[Word Application](#)

[PDF Application](#)

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.

Safeguarding Statement:

Athena Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.

