



# EDGBASTON HIGH SCHOOL

## **ONSITE CARETAKER**

Full-time starting as soon as possible



## **INFORMATION FOR APPLICANTS**

### **HISTORY**

Founded in 1876, Edgbaston High School for Girls (EHS) is the oldest independent day school for girls in Birmingham. The School site is very pleasantly situated next to the Botanical Gardens in the leafy suburb of Edgbaston, 1½ miles from the city centre. Continuity of education is a key feature of EHS, but girls can join at different stages of their academic career.

### **GOVERNANCE**

The Council, which is the School's governing body, actively supports and encourages the work of the School. In the last decade over six million pounds have been spent on major development and refurbishment programmes.

### **MODERN AND AMBITIOUS**

Pupils enjoy a broad-based programme which substantially fulfils the requirements of the National Curriculum and extends beyond it. Examination results are very good with high grades distributed across both Science and Arts subjects. Staff and parents work closely together so that each girl can develop her individual gifts to the full.

### **SCHOOL SITE AND FACILITIES**

Pupils' education at EHS is supported by superb academic facilities in our 14 acre site – from our modern classrooms and science labs to our ICT suites and libraries. We also provide excellent facilities for a wide range of creative and sporting activities, including:

- Swimming Pool, equipped gym and fitness suite, dance studio, floodlit astroturf, athletics track, cricket square, outdoor courts and sports pavilion
- Art studios including graphic design, printmaking, ceramics and fine art facilities
- Fully equipped food preparation rooms
- DT and textiles studios with cutting-edge CAD/CAM devices and sewing machines
- Purpose-built Music School
- Drama studio
- The Octagon - a large, purpose-built theatre seating up to 600 people, with full AV and lighting
- School allotment

### **PUPILS**

Edgbaston High School has approximately 870 girls aged 2 to 18 across its Pre-Prep, Preparatory, Senior and Sixth Form Departments. Around 500 of these are in the Senior Department. The School attracts girls both from the immediate neighbourhood and all over the West Midlands. They come for the high academic standards, the lively programme of co-curricular activities and for the individual attention and flexibility of approach.





## **WORKING AT EDGBASTON HIGH SCHOOL**

### **PROFESSIONAL REWARD AND DEVELOPMENT**

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career. As a school we believe in:

- A competitive salary with additional allowances for extra responsibilities
- Fully funded training costs where there is a benefit to the School and many opportunities for continued professional development projects
- Personal Development and recognition through our annual appraisal scheme
- Full commitment to the induction and training of ECTs
- Comprehensive INSET programmes, delivering high quality seminars, shared good practice and insights from external speakers
- Well-resourced departments

### **BENEFITS**

- Access to a staff Pension Scheme with highly attractive employer contribution rates
- Free refreshments and lunches when the school is operational provided by our excellent Catering team
- Generous fee remission for the children of staff who might wish to attend EHS
- Free access to the Botanical Gardens for yourself and your family
- Free on-site parking

### **HEALTH AND WELLBEING**

Your health and wellbeing are important to us and we offer:

- Free use of the school's gym and swimming pool at agreed times
- Access to our onsite counsellor
- Access to an employee support package
- A supportive network of experienced Heads, Deputies and Senior Leadership Teams
- As part of the staff community there are opportunities to take part in enjoyable social events, sports activities and more
- Friendly and supportive staff who work together and share resources and ideas

### **ETHOS**

Our mission is to nurture confident, considerate and intellectually curious young women – an ethos that underpins everything that we do. We are an ambitious and thriving school with a focus on providing a broad, modern, enriching and inspiring education that instils EHS girls with the confidence, independence, motivation and ambition to succeed both within and beyond the school. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow personally as well as academically. Children should be, and deserve to be empowered, inspired and challenged throughout their education so that they leave school fully equipped to succeed in whatever they decide to pursue.



## DIVERSITY

Diversity and inclusion is central to everything we do. We are actively committed to promoting and participating in good practice in the way that we attract, recruit and retain staff.

Everyone is encouraged to bring their whole self to work because we appreciate the value that a truly diverse workforce brings to an organisation. We celebrate difference, recognising the benefits this brings to our inclusive culture, including age, disability, gender identity and expression, religion, race, sex, sexual orientation and socio economic background.





## ONSITE CARETAKER Job Description

**Title of post:** Onsite Caretaker  
**Responsible to:** Estates and Facilities Manager  
**Hours of Work:** 40 hours per week, Monday – Friday (start/finish times according to the rota)  
50% on call

**Purpose:**

- As part of the Estates and Facilities team, ensure the school site is kept clean, tidy and risk-free
- Provide maintenance support to the Estates and Facilities Manager
- Build positive working relationships with all school staff and ensure the school can operate as smoothly as possible to create the best environment for our pupils

**Specific Responsibilities:**

- Key holder jointly responsible for opening/locking of the school site and operating the alarm system
- Attend alarm call outs and act on call for emergencies on a rota basis
- Undertake regular health and safety checks including
  - fire alarm testing
  - swimming pool water quality checks
  - security alarm checks
- Undertake repairs around the school site as required – a qualification in a recognised trade would be an advantage
- Complete compliance and pre-planned maintenance tasks to keep the school building and equipment well maintained, identify any issues and follow up as necessary
- Ensure clear and safe pedestrian and vehicular access to the school particularly in adverse weather conditions (e.g. clearing leaves, snow clearance, gritting etc.)
- Deliver stock and deliveries around the site
- Set out furniture for functions
- Set out dining tables and chairs at lunchtime
- Any other reasonable duties at the request of the Headmistress and/or Estates and Facilities Manager

**General Responsibilities:**

- Promote and safeguard the welfare of students you come into contact with
- Be aware of and comply with all school policies and procedures
- Understand and ensure the implementation of the school's Health and Safety policy, and emergency fire procedures
- Comply with the requirements of Health and Safety and safer working practices
- Be aware of and support equal opportunities for all, understanding the requirements of Equality and Diversity
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities and performance development as required



## **ONSITE CARETAKER Person Specification**

### **Qualifications/Professional Development**

- Relevant professional qualification in at least one trade would be desirable
- Evidence of involvement in related CPD

### **Experience and skills**

- Experience of working in a similar role, especially within a school is essential
- Experience of Facilities procedures and knowledge of relevant equipment
- Good numeracy and literacy skills

### **Knowledge**

- Sound understanding of Safeguarding principles
- Sound understanding of Health & Safety procedures and requirements

### **Personal attributes**

- Build and maintain positive relationships through effective interpersonal skills
- Strong organisational skills
- Sensitivity to others and the ability to work cooperatively
- Excellent communication skills to inspire, challenge, motivate and empower others
- Think creatively to anticipate and solve problems
- Work under pressure, maintaining a sense of perspective and humour
- Ability to manage own time effectively, whether working independently or as part of a team
- Naturally demonstrate a 'can do' helpful attitude
- Reliability, integrity, resilience and tenacity
- Commitment, honesty and dedication

### **RENT-FREE ONSITE ACCOMMODATION IS PROVIDED WITH THIS POSITION**

Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with the professional references. All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times.



## HOW TO APPLY

**This position is full-time throughout the term and school holidays. We are looking for someone to start as soon as possible.**

At interview applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications where relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the School.

The post is subject to a satisfactory enhanced DBS check (including a Barred List check), a satisfactory online check, a satisfactory medical fitness declaration and satisfactory references. Confidential references will be sought prior to interview.

*Edgbaston High School is an equal opportunity employer.*

Applications, addressed to Mr Wayne Hayes (Estates and Facilities Manager), should include the completed school application form and a covering letter of not more than 2 pages summarising your suitability for the role as outlined in the information pack.

Please submit these to the HR & Compliance Officer, Ms Corinna Gregory:  
[recruitment@edgbastonhigh.co.uk](mailto:recruitment@edgbastonhigh.co.uk)

If candidates prefer to send their application by post, it should be addressed to:

**Corinna Gregory, HR & Compliance Officer  
Edgbaston High School for Girls  
Westbourne Road  
Edgbaston  
Birmingham B15 3TS**

The closing date for applications is **9am on Monday 10th February 2025.**

Interviews will take place at Edgbaston High School for Girls during the week commencing **17<sup>th</sup> February.**

**Successful candidates will be invited to a formal interview.** There will also be an opportunity to tour the School on the day.

***Please note, we reserve the right to close posts and commence interviews at any time, once we have received sufficient applications. We advise you to submit your application as early as possible to prevent disappointment.***

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