

ASPIRE ALTERNATIVE PROVISION

# SCHOOL CARETAKER APPLICANT PACK

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We are looking for a proactive and flexible Caretaker to work at our Chiltern Skills and Enterprise Centre in Chesham who will take responsibility for the maintenance and protection of Aspire property and assets in order to provide the best possible learning environment for our students.

## IN THIS PACK:

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- **CSEC, OUR ALTERNATIVE PROVISION SCHOOL**
- **OUR IDEAL CANDIDATE**
- **JOB DESCRIPTION AND PERSON SPECIFICATION**
- **HOW TO APPLY**

For more information, or to arrange a visit or informal conversation with our Operations Lead, please contact our HR Team via [hr@aspireap.org.uk](mailto:hr@aspireap.org.uk).



# ASPIRE

## A VALUES LED MULTI ACADEMY TRUST

Aspire provides outstanding alternative educational provision and support for secondary aged students. Students attend full or part time and are referred to us by schools and the Local Authority.

Our focus is to support young people, together with their families and schools, to reach beyond their potential and enable them to flourish by developing positive behaviours, attitudes and aspirations.

We run a range of different types of provision across Buckinghamshire. We have three AP schools, which cater for permanently excluded students as well as those at risk of exclusion on 12-week placements. We also have a nurture school, a hospital school and a medical needs and home tuition service which provides education for children who cannot access their usual school for medical reasons.

To learn more about Aspire, and read our last Ofsted report, visit [www.aspireap.org.uk](http://www.aspireap.org.uk)

## A MESSAGE FROM DEBRA RUTLEY, CEO

*Debra Rutley has led Aspire since 2012, during which time it has been rated Outstanding by Ofsted three consecutive times. Debra is also a National Leader of Education.*

At Aspire, our aim is to help all children learn to flourish. We do this through developing different types of alternative provision that truly meet the needs of vulnerable young people, who need extra support, care, or attention.

I am exceptionally proud of the education we provide for our young people. We give them access to a wide curriculum, taught by subject experts, in a range of subjects including academic GCSEs and vocational qualifications respected by the professions. We value art and creativity highly, as a way of helping young people learn about communication, self-expression, joy and discovery.

Aspire is a great place to work. It is a place where all staff are and feel valued, and where they can contribute to improving the life chances of disadvantaged young people.

We change lives. Our work matters. I hope you are interested in joining us.

### Our Core Aims



To provide an outstanding educational experience and opportunities that lead to success for all



To enable students to make the right choices and do the right thing by making positive changes in their behaviours and attitudes



To develop skills that will enable students to make a positive contribution to all aspects of society

# WHY WORK FOR ASPIRE?

## OUR STAFF WELLBEING CHARTER

At Aspire, staff wellbeing is a high priority: we do our jobs most effectively when we are well and happy, and when we practise self-care. One of the responsibilities of our leaders is to build the culture and practical systems that support and protect staff wellbeing, as well as that of students.

We believe that staff wellbeing is most likely to be high when:

- young people are at the centre of every decision
- all voices are heard and valued
- we are determined to achieve genuine equity and commit to this journey
- we are all learning and we value and treasure this process
- we are valued as humans first, educators second
- we have the resources we need to do our jobs - and can ask for them if we do not
- we are consulted on the decisions which affect our working lives
- we are trusted to make important decisions
- we can talk openly about our struggles without fear of stigma
- we support in every direction
- we face daily challenges and take time at the end of the working day to resolve them, learn from them and move on
- we learn - together - from our daily challenges
- we follow-up and do what we say we will do
- we are honest about what we cannot control.

## WHAT DOES THIS LOOK LIKE IN PRACTICE?

**A staff wellbeing representative at each of our schools.** Someone who is responsible for organising staff wellbeing events and activities, and ensuring staff wellbeing is considered at all stages of school planning.

**High quality CPD, from experts in their field.** We know that wellbeing is highest when people feel that they have the skills to do their job well, and that the school is investing in them.

**Leaders that are considerate of workload.** When our leaders introduce new policies or processes, they first ask, what can we stop doing to generate the time for this?

**A real commitment to flexible working.** A large number of our teachers and senior leaders work part time. We have staff who work three or four days a week so that they can study for a Masters, pursue their career as a musician, or care for family.

**A belief that working in education should not consume your whole life, and must be compatible with having a family.** We know that being a parent, or having other caring responsibilities, is important, and takes time. We support staff who need this, and we do not value "presenteeism".

**Email and communication policies that support flexible working,** allowing staff to work at times that suit them, and not expecting anything from anyone outside of school hours.

# CHILTERN SKILLS AND ENTERPRISE CENTRE

## A PURPOSE-BUILT VOCATIONAL AND ACADEMIC EDUCATIONAL CENTRE

CSEC was built as a vocational education centre in Chesham, Buckinghamshire. We have amazing classroom spaces for a wide range of vocational subjects, including mechanics, motor vehicle studies, construction, hair and beauty, catering, music, enterprise and horticulture. We also have a number of classrooms for traditional academic subjects, such as Maths, English and the humanities.

Our students come from across Buckinghamshire. We take permanently excluded students, and run a number of preventative programmes which involve students coming to us for placements. We also do outreach work with local schools.



# SCHOOL CARETAKER

## WHAT ARE WE LOOKING FOR?

Each of our caretakers is based at a different site across Buckinghamshire, and will spend a significant amount of time at their home base, however they also travel to our other sites whenever required, particularly when larger jobs require teamwork. It is important that our team members are equally happy working alone or as part of a team, and you must be happy to travel across the county.

The ultimate responsibility of our caretakers is to ensure that the school buildings, grounds and equipment provide a safe and secure learning environment for our students, and that repairs are promptly identified and carried out.

Our caretaker team reports to the Operations Lead, who oversees and coordinates the work. We are looking for a team member who can proactively seek solutions to faults raised and provide solutions to a range of different maintenance issues, referring more complex matters to the Operations Lead.

Flexibility is absolutely paramount in this role, as alongside the core tasks, you might be required to carry out multiple diverse supporting activities on any given day, such as heavy lifting, traffic management, cleaning up spillages/litter, leaf clearance, furniture removal and any other reasonable tasks required by the Head of School or the Operations Lead.

All Aspire staff are expected to be role models for our students, and the role requires professional interactions with a wide range of individuals such as students, teachers, support staff, contractors and other visitors to our sites.

You must be prepared to work in an environment where students sometimes exhibit very difficult behaviours. At Aspire we believe that all behaviour is communication, and that children who present with challenging behaviour need additional love, care and support. We are looking for someone who will really enjoy working to create the best possible learning environment for our vulnerable, sometimes challenging and often wonderful young people.

# CARETAKER JOB DESCRIPTION

## **Core Duties**

- Provide a wide range of caretaking duties for Aspire Schools
- Respond to the needs of the sites in an effective and efficient manner
- Maintain the security and safety of the sites including locking/unlocking and setting of intruder alarms
- Assist with manual handling tasks, including deliveries and movement of furniture
- Carry out ad hoc cleaning during the day as required (spills/litter picking)
- Ensure that there are sufficient janitorial supplies, restocking during the day where required
- Respond to any urgent repairs as appropriate
- Respond to any emergency out of hours call outs
- Travel between sites to support colleagues and cover absence where required.

## **Maintenance and Premises Duties**

- Proactively investigate faults raised and resolve where possible. Report issues that cannot be resolved to Operations Lead and contact external contractors as instructed
- Remove graffiti as and when reported
- Carry out basic checks and control of heating/ventilation systems
- Maintain basic building components such as doors, windows and ironmongery
- Maintain internal fixtures and fittings
- Carry out basic plumbing, painting & decorating
- Carry out garden maintenance such as weeding, tidying of external landscaping, hedge trimming and mowing of grass
- Clear snow and grit footpaths in winter
- Attend to the needs of contractors whilst on school site, which may include escorting them around site
- Carry out monthly meter readings

## **Health & Safety Requirements**

- Carry out weekly fire alarm checks
- Carry out other regular checks in accordance with fire risk assessment including testing of emergency lighting, visual checks of fire extinguishers, fire doors and notices
- Act as fire warden, and assist with the management of fire drills
- Carry out legionella monitoring, testing and record maintenance
- Review and update relevant risk assessments with the Operations Lead as appropriate
- Maintain records relevant to the role (e.g. date of last service)

## **Culture and Ethos**

- Put children and young people at the heart of everything you do
- Work with mission integrity for the benefit of all within the school community
- Contribute positively to a calm, safe and purposeful learning culture in the school
- Develop the respectful and inclusive ethos of our Trust
- Engage with the Trust vision and values
- Always be a learner: engage with all relevant training and professional development.

# PERSON SPECIFICATION

## Experience

- Previous experience in a general maintenance/caretaker/handyman role
- Previous experience in an education environment (desirable)

## Skills and Qualifications

- Basic knowledge of Health and Safety requirements typically associated with role
- Basic competency in:
  - Carpentry and joinery
  - Plumbing
  - Knowledge of electrical installations
  - Painting & Decorating
  - Any formal plumbing/electrical/carpentry qualification desirable.

## Personal Attributes

- Willingness to undertake a wide range of duties
- Ability to work independently as well as part of a team
- Flexibility to work across all sites and to work unsociable hours in the event of an emergency
- Physically fit
- Good communication and interpersonal skills, courteous to enquiries
- Vigilant to security issues
- Well-presented and reliable
- Ability to work accurately with attention to detail
- Ability to work on own initiative, organise workload and prioritise tasks
- Ability to cope with conflicting demands, deadlines and interruptions
- Excellent time management and organisational skills.
- Ability to use email and basic Microsoft packages
- Excellent role model to students

**Access to own vehicle and valid driving licence is essential**

# HOW TO APPLY

For further information please contact our HR Team via [hr@aspireap.org.uk](mailto:hr@aspireap.org.uk).

To apply for this role, please complete the Aspire Application Form and Recruitment Monitoring Form and submit them to [hr@aspireap.org.uk](mailto:hr@aspireap.org.uk)