



ST ALBANS  
SCHOOL



# Building Supervisor and Site Caretaker

To start March 2024

# THE SCHOOL

**St Albans School is a multi-dimensional institution: academic excellence, intellectual development and strong pastoral care lie at the core of an exceptional holistic education, enabling us to identify and nurture each pupil's potential. Our fundamental and unrelenting focus on our pupils' wellbeing gives them the self-confidence and self-belief to do, and to give of, their best. Inspirational teaching ensures strong intellectual development whilst outstanding provision and achievements in the wider curriculum enrich each pupil's experience. Our pupils develop important values, qualities and skills, as well as learning an awareness and understanding of the wider world as they determine the contribution they intend to make to it in their adult lives.**

We believe that a good education comprises so much more than just academic work and intellectual development. Significant emphasis is placed on wellbeing and pastoral care (organised by section and year group): the warmth and friendliness of the School community is one of its great strengths and distinctive features. The School's vision is *to help each pupil flourish intellectually and personally, developing self-knowledge and self-confidence in order to find meaning and purpose in life*. Further information about the School's motto, ethos, aims, vision and values can be found [here](#).

The School has a fine reputation for academic achievement, for success in university entrance and for achievement thereafter. Distinguished Old Albanian academics include Professor Lord Renfrew, formerly Master of Jesus College, Cambridge; the late Dr John Barber, formerly Vice Provost of King's College, Cambridge; and the late Professor Stephen Hawking. Academic standards are consistently very high: the five-year average of A Levels grades is A\* 38%, A\*-A 72% and A\*-B 90%. At (I)GCSE the five-year grade average is 69% 9-8/A\* grades and 88% 9-7/A\*-A grades. Further information about examination results can be found [here](#).

However, the School sees examination results as a means to an end rather than an end in themselves and the importance of the learning journey is prioritised. The focus of teaching and learning is to ensure students are educated in the fullest sense so that they may be productive in their communities in the spirit of the

School motto (*non nobis nati* – born not for ourselves) and fulfil their potential. St Albans School students are holistic learners who take responsibility for their own learning and we equip them, via our Learning to Learn (LTL) programme, with the theoretical, practical and creative skills to thrive in any environment and to have well-developed skills of independent learning in order to be able to prosper in higher education and the workplace. Our teachers are subject specialists with a commitment to developing transferable skills as well as excellent subject knowledge; they are innovative and creative in their pedagogical approaches and have high expectations for their pupils. Support and training are provided by the Teaching and Learning Team who aim to develop and extend the professional community within and beyond the School.

All teachers are provided with a School laptop with wi-fi connectivity to smart boards in classrooms. The School's BYOD scheme for Third Form (Year 9) pupils and above is now in its fourth year. Whilst teaching and learning is not exclusively undertaken via digital means, teachers deploy a wide range of digital strategies and all classes utilise Microsoft Teams and OneNote notebooks.

The co-curriculum plays a vital role in developing values, skills and qualities in preparation for adult life: drama, music, sport, CCF and the Duke of Edinburgh's Award Scheme are all thriving as is our extensive partnership scheme with local state-maintained schools.

The vast majority of our leavers are successful in securing places on competitive courses at Russell Group universities. The most popular destinations in recent years have been Bath, Bristol, Birmingham, Cambridge, Durham, Exeter, Leeds, Manchester, Nottingham, Oxford, Warwick and York.

St Albans School is among the most ancient educational foundations in the world and can trace its history back to its foundation in 948AD. After the dissolution of the monasteries, the School's activities were temporarily suspended before its re-founding in 1570. This was made possible by Queen Elizabeth I's grant of the wine licences for the borough of St Albans to Sir Nicholas Bacon, Lord Verulam and Lord Keeper of the Great Seal, who used the income to pay the annual salary of the Master of the School. For 300 years the School flourished in the Lady Chapel of the Abbey, until in 1870 it moved to occupy the Great Gateway of the Abbey and

the beautiful adjacent site overlooking the remains of the Roman City of Verulamium. The School has not, therefore, been a Church Foundation since the Reformation, but its historical links with the Abbey have naturally helped to shape its character, and the School still meets for Assembly in the Abbey twice a week.

The School was, for much of the twentieth century, a Direct Grant school, but is now fully independent, The current Headmaster, like his recent predecessors, is a member of the Headmasters' and Headmistresses' Conference (HMC). The present school roll is c.905 with a Sixth Form of 330, and the teaching staff numbers some 110.

There has been a great deal of investment in buildings and facilities over recent years. In 2002 the School opened extensive new sports grounds, Woollams, on a 70-acre site on the northern outskirts of the city: the School uses some 45 acres and the Old Albanian Sports Association is the tenant of the remainder. The School competes at a very high level in all the major sports and in cross country has a national reputation. The School owns a well-equipped Field Study Centre, Pen Arthur, in the Brecon Beacons.

The latest additions to the School campus include a new Sports Centre (with swimming pool, sports hall, fitness centre, dance studio and climbing wall) and the purchase of a large building (Aquis Court) on an adjoining site which has been converted into a superb Art School, Sixth Form Centre and a suite of classrooms. The Hall has recently undergone the first phase of a major refurbishment programme, the main feature of which was the construction of a new Music School which was opened in May 2018. The Corfield Building, an outstanding £6.5m facility for Mathematics (on the Upper Ground and First Floors) and the CCF (on the Lower Ground Floor, opened in January 2020.

The classrooms vacated by Mathematics have been converted into new facilities for Computer Science (opened in 2020) and additional Science laboratories (2021). There is a rolling programme of refurbishment of academic departments: the vast majority of classrooms and laboratories have been revamped in recent years.

The School received the highest-possible gradings in its most recent inspection report (November 2022): the quality of the pupils' academic and other achievements and the quality of the pupils' personal development were both deemed to be 'excellent'. Further information and a copy of the inspection report can be viewed [here](#).

The School is heavily oversubscribed at all levels of entry. The main ages of entry are ages 11 and 13 for boys, and girls and boys are admitted into the Sixth Form. Scholarships are offered at all ages of entry, and the School is able to provide assistance to some families, in cases of proven need, from its own bursary fund. Entry at 11+ and 13+ is by competitive examination and interview. Many 13+ joiners secure their place through 12+ assessments in the Summer Term of Year 7. Entry into the Sixth Form is by interview and conditional upon GCSE results.

St Albans is a beautiful Cathedral city, with a lively cultural life, surrounded by countryside but only 20 minutes from London by train, with easy access to motorways and airports. It is a relatively affluent area on the edge of a densely populated conurbation with areas of affordable property within easy travelling distance.



# Building Supervisor and Site Caretaker (Live in)

## Purpose of Position

To provide key support for the operation of the Woollam Trust Playing Fields and Pavilion events. Responsibilities include the caretaking of the site, overseeing of events (including administration, co-ordination and room set ups), security (locking and unlocking), basic maintenance of the facility, and meeting and greeting visitors. Some out of hours duties are required including overseeing external functions (evenings and weekends).

## Knowledge/Skills/Abilities

- Previous experience as a caretaker/site supervisor is highly desirable (ideally in a school).
- Previous security experience desirable.
- Practical maintenance skills e.g. electrical, plumbing, multi-trade.
- Excellent interpersonal skills and the ability to communicate effectively with staff/contractors/parents/visitors and the public.
- Strong organisational abilities and attention to detail.
- Ability to work independently and as part of a team.
- Flexible, reliable and proactive with the ability to react to emergency situations if required.

## Key Responsibilities & Accountabilities

- Co-ordinate and oversee site bookings including preparing and ensuring all associated paperwork is completed and bookings are correctly invoiced.
- Attend meetings and liaise with appropriate contacts regarding caterers and PE department run events.
- Keep a register and record of hirer usage, including details of discrepancies and issues, highlighting discrepancies to the Head of Estates.
- Regularly publish within the School diary details of forthcoming events at the Woollam Trust site and the monitoring SOCS for clashes.
- Open and lock up the Pavilion including after external hire (includes evenings and weekends).
- Porter duties within the Pavilion (the setting up of facilities for events etc).
- Some cleaning of the Pavilion in association with the School's contract cleaning company.
- Weekend working for setting up, monitoring and overseeing external hire functions.
- General Maintenance of Pavilion (changing light bulbs etc.).

- Liaise with and oversee contractors working on site.
- Fire Alarm Testing in line with Health & Safety requirements.
- Emergency Light Testing in line with Health & Safety requirements.
- Carry out and record Legionella flushing and sampling in line with Estates Policy.
- Minor gardening duties.
- Setting out flags and posts for sports events.
- Liaise with the Head Groundsman regarding work affecting the grounds/outside facilities.
- Monitor and maintain the Alarm system and CCTV.
- Manage the car park, directing traffic and visitors where appropriate.
- Monitor and keep a small stock of consumables, keeping track of expenditure for highlighting to the Head of Estates.
- Promote and support the external hiring of the site's sports facilities, act as the 'meet and greeter' for those hirers/potential hirers visiting the facility.
- Raise invoice requests to the accounts department under direction of the Head of Estates.
- Manage the access control system for the Woollam Trust site (School and OAs).
- The authorising and accepting of deliveries to the facility, delivering them onwards to the recipient and overseeing collections from the facility.
- Other duties as reasonably directed by the Woollam Trust Management Team (Head of Estates/Head Groundsman/Sports Turf Consultant).
- Laundering of Sports equipment in preparation for fixture (additional income per kit)

## Key Performance Indicators

- High standards of presentation and hygiene within the Pavilion.
- Presentable and polite to site visitors and facility hirers.
- Very high level of customer support.
- Flexible in the hours required to work.

## Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and procedures at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report any concerns to the Headmaster or the Designated Safeguarding Lead (DSL).

## FURTHER INFORMATION

St Albans School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant skills and abilities. The School recognises the benefits of having a diverse community of staff and pupils who value one another and the different contributions everyone can make. All policies and practices conform to the principle of equal opportunities including recruitment, selection, training, promotion and career development. Staff are selected according to their suitability for the post, irrespective of background or protected characteristic.

This position is full time, 40 hours per week, and involves working evenings and weekends. Accommodation on site is provided.

Full-time staff receive a remission of two-thirds of school fees for children educated at the School. This provision is pro-rated for part time staff and is subject to the availability of places and to the satisfying of the School's usual entry criteria.

In addition to life assurance of four times annual salary, support staff are auto enrolled into a contributory pension scheme operated by the Pensions Trust. Details of which include a 6% employer contribution rate and a 3% employee contribution rate. There is the option to increase contributions and the School will contribute double the employee contribution up to a maximum of 9%.

St Albans School offers many other non-contractual benefits including free onsite parking, free lunches during term time and free use of the onsite leisure facilities which include swimming pool and gym. The School's Salary Extras online platform gives access to a range of lifestyle benefits and discounts as well as support and guidance with financial matters, health and wellbeing. There is a generous annual budget for staff training and development.

St Albans School is committed to safeguarding young people and promoting the welfare of children. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Applications should be submitted by 16 February 2024 using the form available at [www.st-albans.herts.sch.uk/information/vacancies](http://www.st-albans.herts.sch.uk/information/vacancies). A CV and a covering letter can be attached to this form. The School reserves the right to make an appointment before the closing date, so early applications are encouraged.

