

EXPLORE OUR WORLD

CARETAKER

Required September 2017

INFORMATION FOR CANDIDATES

A Catholic Independent Day School for Girls 2-18 and Boys 2-7

NOTRE
DAME
SCHOOL



The School

Set in 25 acres of beautiful parkland in Cobham, Notre Dame School nestles in a picturesque 18th century mansion beside the River Mole. Notre Dame is a Catholic School and is a Foundation of the Company of Mary Our Lady with an ethos shaped by the life and work of St Jeanne de Lestonnac. Despite the tranquil setting Notre Dame School is a hive of activity, with over 600 children and teachers working hard in the important business of education. The school has an enviable reputation for the highest academic standards and a progressive, holistic, academic education that is underpinned by over 400 years of international educational tradition in 30 countries. Established in England in 1937, the school has always had the philosophy that the greatest success comes from knowing how to learn and how to ask the right questions; training pupils to take an active role in reaching and exceeding early expectations. From the vibrant Nursery to the exciting Sixth Form, tomorrow's professionals acquire the skills, knowledge and qualifications that give them the best possible start in life. This summer, our A Level students have gained the highest percentage of A* - B grades (84%) in over ten years and girls are going on to study at prestigious Russell Group universities in a wide range of disciplines. At GCSE over half the awarded were A and A*. Twin aims of academic success and ability to strive for social justice in the world create rounded, compassionate, highly qualified and wise young women. Past pupils proliferate the professional sphere, many of whom enthusiastically retain links to Notre Dame.

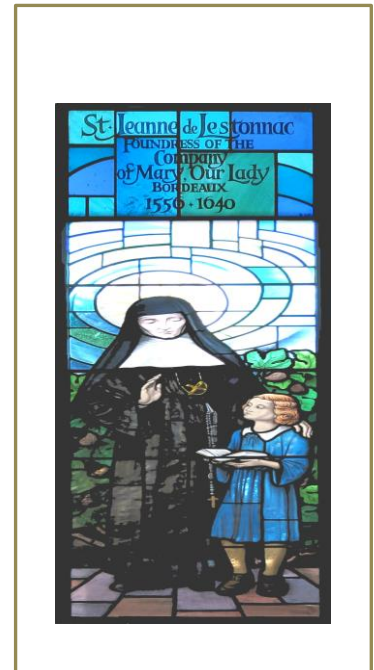
The school is filled with a strong sense of purpose, offering a wide-ranging and active education with facilities encompassing new Science laboratories, music and drama studios, sports fields, indoor swimming pool, dedicated Sixth Form Centre, a forest school for the youngest pupils, and a fully equipped, West End quality theatre seating over 350. The school has completed its all-weather facilities to complement the existing outdoor and indoor netball and sports facilities. The girls participate in choirs, sports teams, orchestras, language groups, outreach work, craft clubs, swimming squads and debating societies. The school councils for the different age groups and the peer mentoring and 'big sister' system provide pastoral care in a place that values the individual and always stretches a hand to help others, leading to charity initiatives as well as a happy and fulfilled community.

Leadership is prized and all are encouraged to fully engage in the life of the school. In recent years educational research has shown that this type of all-round education adds limitless value to the lives and experiences of our young people, as well as enhancing academic success and personal confidence, so it is a delight to find a world-class school on the doorstep that has promoted this so strongly and so successfully for over three quarters of a century.



Heritage and ethos

The School has a long heritage in matters spiritual and philosophical. Notre Dame, Cobham is a Catholic School, but with an ecumenical attitude to those of other faiths. It was established in 1937 by the Sisters of the Order of the Company of Mary Our Lady. The Company of Mary was founded in France in the 17th century by St Jeanne de Lestonnac and has over 300 educational establishments throughout the world. The Sisters of the Company of Mary continue to play a very important role in the pastoral life of the school ensuring that the ethos is maintained. Our values are rooted in our heritage, however, as an inclusive, outward-looking School; we are committed to encouraging a questioning spirit of mutual tolerance and informed dialogue based on openness, reciprocal respect and trust. We welcome girls of all faiths and none.



The Department

The Estates Department comprises two Caretakers, two Grounds Staff/Gardeners, two members of Maintenance, Theatre manager and a part time Minibus Driver and Estates Assistant all of whom report to the Estates Manager.

The team work throughout the year, both whilst the school is in session and through the holidays.

The School has very ambitious plans to further develop the site and this role will be instrumental to its success.

The Role

Function of the Post

To support and assist in the smooth running, upkeep, event preparations, cleaning and security of the school. Maintain a pro-active attitude and provide excellent customer service at all times taking an active role within the Estates Team.

With joint responsibility for:

- management of the pool and associated pool plant
- school cleanliness and monitoring of cleaning contract
- organisation of school event set ups and after hours supervision
- management of school vehicle fleet.
- management of school lettings programme and liaison with external businesses

Main Accountabilities

Health & Safety

- Ensure that whilst carrying out any work Health and Safety regulations are strictly adhered to by you and your team
- Carry out risk assessments as necessary
- Observe and adhere to school procedures and risk assessments

Pool

- Joint management of pool and pool plant strictly adhering Pool Plant Operation Recommendations and Health and Safety Regulations
- Carrying out mandatory daily pool checks and maintenance keeping accurate records
- To hold or be willing to undertake training, a valid pool plant operators certificate, IMPSRA Institute / STA Pool Plant Courses
- Ensuring safe management of pool chemicals in accordance with COSHH Regulations
- Management of the cleaning standards in the pool and pool area including changing rooms
- Coordination of external hire of swimming pool

Cleaning/Refuse

- Ensuring a high standard of cleanliness and tidiness across the school site paying particular attention to ensure Front Office areas are maintained to a high level of cleanliness throughout the day.
- Daily part-supervision of Contract Cleaners, involving daily checks of the cleaning standards and hours worked against agreed SLA's and reporting any variances to Estates Manager.
- Meet monthly with cleaning contractors to ensure issues are resolved/followed up
- Responsible for daily cleaning of areas in use during school holiday periods e.g. Bursary, Senior & Prep Heads office, main reception area and associated toilets.
- Managing refuse collections ensuring boxes are crushed
- Ensuring regular daily checks on toilets, cleaning and replenishing supplies as necessary ensuring adequate supplies at all times
- Coordinating sanitary bin replacements, checking paperwork is correct and filing appropriately.
- Litter picking and emptying of external bins as required
- Placing orders for cleaning materials and chemicals from approved supplier lists keeping within the annual cleaning budget.

Events/Functions

- Assisting in the organisation and safety of school functions and private hire.
- Setting out and taking down of furniture and equipment for events
- Required to attend evening functions during term-time (parents evenings etc) for car park duties including directing/assisting parents, set up and take down management etc.

Mini bus/transport

- Drive the school mini bus service morning and/or afternoon as needed.
- Maintenance of vehicle fleet including all safety checks of tyres, oil, water, seatbelts etc.
- Joint management of mandatory vehicle requirements ie MOT, tax.
- Chauffeuring of students on community service visits as requested
- Banking and post runs as requested
- Coordinate car parking duty

Security

- General security – Co -Manager of the security system (Estates Manager is Master)
- Flexibility as a key holder for out of hours attendance in response to fire/intruder alarm
- Operation of Security of gates as required

Utilities

- Responsible for monthly utility meter readings and reporting same to Estate Manager's PA.
- Weekly check of oil levels in all tanks and placing of weekly oil order. Supervising safe delivery and replenishment of oil.

General

- In the event of the absence of the Estates Manager the Caretaker is to manage the event and function requirements at the school as well as acting as the liaison between the Estates department and the school.
- Joint responsibility for regular PAT testing of all portable electrical equipment throughout the school including management of records. This task is undertaken in the school holidays.

The Role – cont.

General – continued

- Liaising with relevant people to source information for the smooth setting up of functions
- Joint management of Pest Control contract ensuring visits take place and records are filed appropriately
- Joint responsibility for ensuring safe and timely delivery of incoming and internal mail, goods and parcels throughout the school
- Minor building maintenance and repair work including decorating/light bulb/tube replacements and labouring
- Joint responsibility for ordering and safe storage of cleaning and caretaking materials within budget parameters
- Give support to other teams in the Estate Management department as required
- Designated First Aider to the Estates Department, or willing to undertake training
- And any ad hoc duties required ensuring the smooth running of the team and school

Physical Effort

- Moving and carrying furniture and other equipment e.g. desks, tables chairs, DIY equipment such as ladders, carrying some deliveries to the school to wherever they are to be stored. Approx. 30% of the time might be spent moving and carrying various items.

Working Environment

- Some of the work may need to be done out of doors such as repairs, and security checks in wet weather.

Dress Code

- You are required to come to work wearing a school-crested shirt (in addition to mandatory Personal Protection Equipment which will be supplied), dark trousers and dark safety shoes.

Health and Safety

- All employees have a legal duty to ensure the safety of him/herself and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection

- All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



There are two Caretakers and the roles are interchangeable and not mutually exclusive.

The Person

Experience/qualifications:

- Educated to GCSE standard or equivalent.
- To hold pool plant operators certificate, IMPSRA Institute or equivalent
- COSHH certificate or equivalent health and safety qualification
- Manual Handling Training
- Fire Training
- Health and Safety training and experience
- Risk assessment training
- Significant experience of working in a similar role
- Experience of managing own workload and ability to prioritise

Knowledge/Skills/Ability

- Knowledge of health and safety and good practice relevant to the duties of the post.
- Able to work under pressure and meet deadlines and use a solutions focused approach
- Good ICT skills
- Excellent organisation and problem solving skills
- Flexibility with regards to working hours
- Evidence of success in completing handyperson or DIY tasks (paid or unpaid)
- Knowledge of efficient cleaning methods and materials
- Safe working procedures with regard to chemicals, plant and machinery

Personal and other relevant attribute

- Commitment to the provision of a quality service
- Self-motivated and ability to use own initiative.
- Clean Driver's licence with qualification to drive a mini bus
- Local council mini bus evaluation
- Ability to be flexible and adaptable
- Able to undertake all the physical requirements of the post and use equipment, according to health and safety guidelines
- Ability to work as part of a team as well as working individually or as directed
- A positive 'can do' approach is required
- Willing to undergo training as required and as appropriate for the role



Benefits of Service

Terms of Employment:

Hours of Working: 40 hours per week/52 weeks per year. Flexibility will be required for supervision of evening and weekend school events.

Normal term time working hours are based on an alternate split shift:

Week A 07.30 to 16.30 with a one hour unpaid lunch

Week B 09.00 to 18:00 with a one hour unpaid lunch

Out of term 08.00 to 17.00 with a one hour unpaid lunch

Salary: £20K-24K per annum based on skills and experience

Benefits

- The School has high expectations of its staff, and therefore looks to reward them with a competitive salary scale and beneficial conditions of service
- There is an extensive induction programme for all new colleagues and NQTs and ongoing professional development is encouraged
- There is ample opportunity to take on additional responsibility
- 25 days Annual leave - Holidays to be taken during school holidays periods only with any exceptions to be agreed by the Estates Manager.

Personal

- The School enjoys a fantastic situation: central London is 30 minutes away, the M25 and A3 are 5 minutes away. Heathrow is less than half an hour.
- Fee concessions are available for the pupils of any member of staff who meet the school's entry requirements
- Longer holidays than the state maintained sector
- Free on-site parking
- School Nurse on site

For Recreation

- Free use of the school's leisure and sporting facilities, including a heated indoor pool
- Free lunch (term time only) and refreshments are available throughout the working day



Selection Process

Please complete an application form and an accompanying letter outlining your suitability for the post; you may wish to include a brief CV.

Closing Date: 9am on Wednesday 20th September 2017

All applicants will receive an email to confirm receipt of their application form. If you have not been contacted by 4th October 2017, your application has not been successful.

Shortlisted candidates will be interviewed by senior members of the School. Applicants invited for interview will be required to bring with them **original** copies of relevant qualifications for verification, as well as documentation to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. Details of documents required will be specified in the details sent to those called for interview.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicant's ability for positions of trust, Notre Dame School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.

Applications to:

Human
Resources
Department
Notre Dame
School
Burwood House
Convent Lane
Cobham
Surrey KT11 1HA

Email:
[HR@notredame.
co.uk](mailto:HR@notredame.co.uk)

Any questions,
please contact
HR on 01932
589092.

