



SIDMOUTH COLLEGE

Part-time Grounds Maintenance Caretaker



believe • inspire • succeed

Welcome to Sidmouth College

Dear Applicant

Thank you for your interest in the post of Part-time Grounds Maintenance Caretaker at Sidmouth College. The College is part of the Ted Wragg Trust (TWT) which is an ambitious and inclusive Trust of schools strengthening our communities through excellent education.

The College currently has 906 students on roll of whom 150 are in the Sixth Form. The majority of our students are drawn from four local feeder schools, in Sidmouth, Sidbury, Newton Poppleford and Branscombe. The College is in a beautiful setting within the Sid Valley and the East Devon area of outstanding natural beauty.

Our vision is for vibrant and inspirational teaching that raises aspirations; challenges and engages, and prepares every student for lifelong learning. At Sidmouth College learners *believe* they can *succeed*, teachers *inspire* and everyone strives to be the best that they can be.

The College buildings sit within an attractive 13 acre campus and staff take every opportunity to make use of the natural environment on our doorstep to support students' learning and creativity. The vast majority of our 1960s buildings have now been replaced with modern, state of the art facilities, including classrooms, technology workshops and seven Science laboratories and preparation facilities which create a fantastic modern learning environment.

We were delighted to be again judged as Good in the most recent Ofsted report in May 2022, which recognised our continuous improvement in achieving positive outcomes for all students.

The enclosed job description outlines the responsibilities of the role.

If you have any questions please contact the Business Manager, Mrs Amanda Blackmore on 01395 514823 or ablackmore@sidmouthcollege.devon.sch.uk

Yours faithfully



Mrs S Parsons

Principal



Introduction

Sidmouth College is a thriving 11-18 community college located in the Devon countryside.

At Sidmouth College the individual is right at the heart of what we do. Students achieve academic success, develop their creativity, excel on the sports field and encounter a multitude of new experiences in a safe and enjoyable environment, encouraged by a team of dedicated and highly experienced professionals. At Sidmouth College we believe that the vibrant learning community, coupled with a culture of high standards and expectations, brings out the very best in every student and establishes abundant possibilities for their future.

Our Ethos—Believe, Inspire, Succeed

- Every learner believes and succeeds in fulfilling their potential and is inspired to lead a happy, healthy and successful life within a challenging and rapidly changing world.
- All learners have access to inspirational teaching that leads to outstanding learning and achievements which continues beyond the classroom.
- All learners have access to a high quality, relevant and appropriate curriculum that fully meets their needs and supports an engaging and inspiring learning experience.
- We inspire learners to believe in the contribution they can make to their learning, the College and the wider community. Learners take responsibility and develop resilience throughout their learning journey with clear support and guidance.
- All levels of leadership are focused on providing a vision, direction and culture in which all are inspired to believe and succeed.

A caring and supportive community

Care, guidance and support are strengths of the College. Students are organised in vertical tutor groups led by a tutor who monitors academic progress, student well-being and student development. Each tutor group is in one of four Houses - Drake, Grenville, Raleigh and Scott. The tutor group meets at the beginning of each day for registration, support and guidance.

The team of tutors is led by a Head of House who maintains a close overview of the work and wellbeing of the students. In addition, the School Counsellor and the Student Development Centre/pastoral team make a valuable contribution.

A stimulating and exciting learning journey

Learning is an adventure to be enjoyed; a journey that stretches, challenges and opens minds. Our stimulating and engaging curriculum delivers exciting opportunities in the classroom and beyond. Our overarching aim is to provide our young people with the skills and qualifications they need to become happy, successful adults with a passion for lifelong learning. Our Key Stage 3 programme aims to raise the ambitions of all students; developing knowledge, skills and understanding and promoting confidence in their abilities. At Key Stage 3 we ensure students experience learning in a wide range of subjects, including the Arts, Technology, Computer Science and Modern Foreign Languages.

In Key Stage 4 students have the opportunity to study a range of personalised pathways, designed to support their individual talents and interests and maximise their achievement and success. At Key Stage 4 all students study a core curriculum of English Language and English Literature, Maths, Chemistry, Physics, Biology, PE and RE in addition to three option subjects.

At Key Stage 5 we offer a wide range of A Level qualifications and the vast majority of students choose three linear subjects, with some choosing to study four.



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Appointment Information

Appointment Information

Sidmouth College is seeking to appoint an enthusiastic, flexible and motivated Ground Maintenance Caretaker to join our Premises Team as soon as possible. Following the completion of the new build and demolition, this is an exciting opportunity to join the College to be instrumental in maintaining and improving the facilities.

The post holder will work under the guidance of the College's Premises Manager and Business Manager and alongside the caretaking team.

Experience of working in a maintenance/caretaking role is desirable but not essential.

An aptitude and enjoyment of practical work is at the core of this position. **Please see the job description included in this pack for more information.**

Hours of work are 18 hours per week, hours are flexible across Mon-Friday but will include 6 hours each Wednesday.

The College opening hours are 07:30 to 22:00 Monday—Thursday and 07:30 to 21:30 Friday term-time and 10am-6pm during College holidays, all year round.

If you feel that you have the required expertise and aptitude to take on this interesting and varied role, we would love to receive an application from you.

More information about this role can be found in the following job description and person specification.

Application Process

The closing date for applications is Friday 6th October 2023 at 12.00noon.

Interviews will be held week commencing 9th October 2023.

Completed applications to be sent to: vacancies@sidmouthcollege.devon.sch.uk.

For an informal discussion please contact Amanda Blackmore, Business Manager 01395 514823.

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a number of safeguarding checks including an enhanced DBS check. A copy of our safeguarding policy can be found here: [Safeguarding](#). This role falls under KCSIE regulated activities and, as such, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children. Please ensure you read and understand our Privacy Notice, which can be found on our website, before applying. We make appointments in accordance with our Recruitment and Selection Policy.

Sidmouth College is an equal opportunities employer.



Part-Time Grounds Maintenance Caretaker Job Description

Post: Part-time Grounds Maintenance Caretaker—Permanent from September 2023

Scale: Grade C (actual salary £10,308-£10,607)

Hours of work: 18 hours per week (hours are flexible but need to include 6 hours on a Wednesday)

Responsible to: Business Manager and Premises Manager

Job Purpose

To work as part of the Premises team providing a grounds maintenance service to all parts of the College in accordance with the general direction of the College Business Manager and Premises Manager. The Post holder is expected to be sympathetic towards the ethos of the College, its staff and students, and other users of the College; to promote the good name of the College; and to carry out their duties accordingly.

Key tasks and responsibilities are as follows but may vary in accordance with the demands of the appointment:

Maintenance of the grounds – To include:

- Mowing the field and all grass areas in accordance with the agreed schedule;
- Cutting of bushes, hedges and trees and removal of invasive or unwanted vegetation such as brambles;
- Digging, weeding, planting, design and maintenance of flower and other beds and containers;
- Inspect all trees within the grounds at least twice a year;
- Liaise with the external contractor for works required following the annual tree survey – inspect and respond to their recommendations;
- Marking of lines for PE on pitches and courts;
- Working with other staff to prepare pitches and courts for use especially setting up/dismantling goals etc.;
- Sweeping of the All Weather Pitch in accordance with the agreed schedule;
- Clearing pathways, drives, steps etc. of leaves, weeds and other debris and in inclement weather keeping essential areas safe and free from excess water/snow/ice which may also include salting/gritting if necessary;
- Maintain all outdoor seating on the site;
- Maintain all wooden and wire site fencing and gates;
- Ensure all outside drains are kept clear in liaison with the maintenance caretaker;
- Assist with annual gutter clearing;
- Clearing and picking up litter to ensure that the site is litter free at all times and conforms to environmental regulations, thus providing a safe and attractive area for students, staff and visitors alike;
- Any materials or specialist equipment needed for maintenance tasks to be ordered using the College's PO form and signed off by Business Manager;
- Ensure all equipment is maintained, kept clean and in good working order. Any damage to be reported immediately.



Job Description Contd...

Key tasks and responsibilities continued:

Health and Safety – To include:

- Maintain a knowledge of safe working practices, procedures and policies relating to Health and Safety;
- Follow agreed procedures and college policies whilst working;
- Report any defects and/or breaches of policy to the Premises Manager;
- Undertake or review risk assessments as appropriate for tasks being performed; and
- Report all accidents, incidents and near misses in the appropriate manner;
- All tasks to be carried out in accordance with job holder's capability and experience;
- If the job holder or Business/Premises Manager has any doubt about the person's ability to carry out any task, professional advice should be obtained.

Environmental – To include:

- Ensuring that waste is disposed of correctly and that recycling takes place where possible;
- Work with other staff on specified environmental projects;
- Maintain and develop the biodiversity of the site.

Personal Development – To include:

- Participation in any training necessary to carry out the duties of the post;
- Satisfactory performance in in-house 'tool-box talks' and other awareness sessions; and
- Reading briefing notes and other items relevant to the position as and when they are supplied.

This Job Description outlines the duties required, for the time being, of this post to indicate the level of commitment and responsibility expected of the Grounds Maintenance Caretaker. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.

Some occasional Caretaker cover for sickness or holiday absence to include general maintenance and cleaning.



Person Specification

<i>Attribute</i>	<i>Essential</i>	<i>Desirable</i>	<i>Method of Assessment</i>
Experience	<ul style="list-style-type: none"> • An understanding of basic maintenance work. • Understanding of security 	<ul style="list-style-type: none"> • Good plant and tree knowledge and associated care • Experience of working in a school • Knowledge of relevant Health and Safety Legislation 	Application Form At Interview
Practical Skills/ Abilities	<ul style="list-style-type: none"> • Able to organise, prioritise and complete tasks efficiently • Able to problem solve and use initiative • Be physically fit as some heavy lifting will be involved • Handy person skills • Knowledge of moving and handling procedures 	<ul style="list-style-type: none"> • Trade or specific skills • Experience in using workshop machinery 	Application Form At Interview
Communication	<ul style="list-style-type: none"> • Ability to communicate with a wide range of people 	<ul style="list-style-type: none"> • Ability to use walkie-talkie 	Application Form At Interview
Personal Qualities	<ul style="list-style-type: none"> • Able to act as part of a team and an individual • Ability to develop and maintain good relationships with colleagues • Flexible attitude • Be reliable and a good time-keeper • Be tidy and organised 		At Interview



Person Specification

Technology / IT Skills		<ul style="list-style-type: none"> • Be able to access systems and keep records up to date. • Be competent in using email and electronic records 	Application Form At Interview
Education and Training	<ul style="list-style-type: none"> • Willingness to undertake training 	<ul style="list-style-type: none"> • Asbestos and legionella awareness • COSHH, Manual Handling, Working at Height, Health and Safety Training 	Application Form At Interview
Equal Opportunities	<ul style="list-style-type: none"> • The Ted Wragg Trust and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties 		At Interview
Physical	<ul style="list-style-type: none"> • Able to carry out the duties of the post with reasonable adjustments where necessary 		Pre-Employment Health Assessment
Other relevant factors	<ul style="list-style-type: none"> • Commit and conform to the Trust Standards • To be helpful and support staff in school where appropriate • Willingness to participate in development opportunities 	<ul style="list-style-type: none"> • Environmental legislation and good practice • Willingness to recycle/upcycle and reimagine 	Application Form At Interview

