



Dame Alice Owen's School

NoR 1,448, Sixth form: 425

Ofsted: "An outstanding school", "Students achieve outstandingly well",
"Behaviour ... is excellent"

Caretaker

Required as soon as possible

Full-time Permanent Post

37 hours per week, hours to be agreed

Salary: H3/5, (£19,312 per annum)

Extra paid hours available to cover lettings, events and callouts

Closing date: Noon, Thursday 9th December 2021

Interview date: Wednesday 15th December 2021

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The Governing Body of this highly successful, partially selective, mixed school invites applications for the post of a full-time Caretaker. Our Facilities team consists of four caretakers and one groundsman, headed up by our very experienced Premises Manager. The team is responsible for the maintenance of all areas of our 35-acre site, including all our buildings and the facilities inside. It is a very busy and well-respected team and they ensure the smooth running of all our facilities so that the teaching and learning within the school continues uninterrupted. The team is also responsible for supervising our evenings and weekend lets, and our caretaking staff work on a shift rota to ensure all our lettings and school core hours are covered. One of our caretakers has recently retired, creating this full-time vacancy on our team. We are looking for an individual who is hard working, can put their hand to anything, and be prepared to be part of a close knit, supportive team.

The Governing Body is committed to admitting the children of staff in line with our admissions procedures.

Please download our [Support Staff application form](#) from our website to make your application. Please note that applications cannot be considered unless the application is completed in full. We are not able to accept CVs for any posts based in school. To apply, please email your completed application forms together with a covering letter stating why you are well placed to take this position at our school to recruitment@damealiceowens.herts.sch.uk by noon, Thursday 9th December 2021.



Dame Alice Owen's School

Dugdale Hill Lane | Potters Bar | Hertfordshire EN6 2DU

Headteacher | Mrs Hannah Nemko MA

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admin@damealiceowens.herts.sch.uk

www.damealiceowens.herts.sch.uk

INFORMATION FOR APPLICANTS

Name of post: Caretaker
Location: Potters Bar, Hertfordshire
Closing date: Noon, Thursday 9th December 2021
Interview date: Wednesday 15th December 2021

Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we have put some key information together here to help you through the application process.

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our Safer Recruitment and Safeguarding and Child Protection policies available in the vacancy section of our website.

The selection process includes scrutiny of the information provided in your application form, a request for references including a reference from your current/previous employer, an informal interview with a student panel and an interview.

If you have any general enquiries about the recruitment process, or to arrange a tour or informal discussion about this position, please do not hesitate to contact the Premises Manager, Aran Wileman on 01707 622861 or wilemana@damealiceowens.herts.sch.uk.

Applicants shortlisted for interview must bring original evidence of their qualifications for verification. Applicants will also be asked to complete a declaration regarding convictions and working with children as posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring Service disclosure check.

Please email your completed application form together with a letter of application to recruitment@damealiceowens.herts.sch.uk by **noon, Thursday 9th December 2021**

We look forward to receiving your completed application.

Hannah Nemko
Headteacher

About the school

Dame Alice Owen's School is a mixed, partially selective secondary school with over 1,440 registered pupils and a vibrant and highly successful sixth form. Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and as demand outstripped space, it moved to its current setting in the Hertfordshire countryside. Because of its roots and its close and important relationship with the Worshipful Company of Brewers, there are 20 places each year for 11 year old students from Islington. It also offers 65 places to the highest scoring applicants who sit the entrance exam each year and a further 10 places for the most talented or able musicians who apply for a place in Year 7. The remainder of the places in an annual cohort of 200 go to siblings, local pupils on the basis of proximity to the school and to those with priority need.

It is this combination of students and its truly outstanding record of achievement and added value that makes our school such a special place. It is oversubscribed by 5 applicants per place every year. Our dedicated staff, parents' association, governing body and school (staff and student) leaders constantly appraise and re-appraise the various aspects of school life, learning and achievement so we are never complacent. Our school faces the usual challenges of all educational establishments in the public sector, and ensuring that their impact is felt least by the students is a key objective.

We were delighted to be recognised as The Sunday Times Regional School of the Decade in November 2020; securing a place at Owen's has been described as "winning the lottery" in the Good School Guide and "the golden ticket" in Tatler. Our school benefits from some of the most able students in the country. Many of our school leavers from Year 13 have offers from top universities to choose from, including on average 20 places at Oxbridge each year.

Our Foundress left a number of fields in the then village of Islington to the care of the Worshipful Company of Brewers which now generate over one million pounds of additional income for the school annually, to support the school and especially the Sports Department. This creates a very special ethos and fosters the very positive staff working environment. The students and staff benefit from a number of traditions including Beer Money, staff awards and Visitation.

Job Description

Post Title: Caretaker
Responsible to: Premises Manager

Purpose of the role:

- To carry out general repair and maintenance work to the school buildings, grounds, fixtures and fittings, and to provide a clean and safe environment for users of the school buildings and grounds.
- To maintain the premises and facilities to the highest standards, in keeping with the ethos of the school.
- To be responsible for the safeguarding and promoting the welfare of all children.

Duties will include:

- General portage duties including moving furniture and equipment within the school
- Day to day maintenance duties which may include minor repairs to furniture & fixtures and decorating tasks
- Ensuring cleanliness of the school site and conducting emergency clean-up operations where necessary
- Security of the school's buildings and grounds
- Operation of the school's heating plant
- Understanding and adhering to Health & Safety legislation, and a willingness to attend training courses where necessary
- Investigating faults, making safe and calling out specialist contractors where necessary
- Occasional parking duties for big events at the school
- Some weekend and evening work on a rota basis to cover our external lettings
- Being a key holder
- Ability to drive a mini bus (training will be given, if required)
- Assist in the management of fire drills and fire safety
- Snow clearance
- Ordering materials and equipment to help maintain the school premises to an outstanding
- Any other duties and responsibilities as determined by the Premises Manager, School Business Manager or Head Teacher

Skills and Attributes required:

- A willingness to contribute ideas and solutions to problems
- Ability to relate well to pupils and staff, and treat them in a friendly and positive manner
- Ability to work well within a team
- Flexibility to work shifts where necessary
- Good communication skills
- Ability to use a range of tools and equipment
- A willingness to contribute to a working environment which supports equal opportunities and anti-discriminatory practice



Person Specification

Personal	Desirable / Essential
Flexibility	E
Ability to use own initiative	E
Resourceful, patient and resilient	E
Calm, unflustered manner	E
Ability to work as a team and alone	E
Excellent communication skills	E
Commitment to equal opportunities in service delivery and employment	E
Flexible approach to supporting children and families	E
Ability to maintain a professional manner in challenging situations	E
Confidence to challenge difficult behaviour	E
Confidence to challenge other professionals	E
Enjoys working within education	D
A friendly manner and good sense of humour	D
Competence	
Good organisational skills and good time keeping	E
Good inter-personal skills including mediation and conflict resolution	E
Demonstrable awareness relating to the welfare and protection of children	E
Demonstrable awareness of risk	E
Ability to work on own initiative within department protocols/procedures	E
Ability to deal with difficult situations.	E
A positive attitude to personal development and training	D
IT literacy	D