



Watling
Park School

CARETAKER

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Welcome Letter



**Watling
Park School**
LEARN ENJOY SUCCEED

Pavilion Way, Burnt Oak, HA8 9YA

Tel: 020 8353 4249

Email: Office@watlingparkschool.org.uk

Headteacher: Liz Haynes

Dear Applicant,

Thank you for your interest in our advertisement for the position of Caretaker at Watling Park School.

I trust that you will find the information contained in this pack useful. If you are interested in applying for the post, we urge you to visit our school so that you can enjoy a nose around, get a feel for our ethos and so we can answer any questions that you may have.

As you will see from the information provided, we are a diverse but very vibrant school. We are extremely proud of the difference we make in children's lives and always strive for excellence in everything we do.

Our aim is that each and every child will reach their full potential and be provided with all the skills and creative inspiration to support them in succeeding in whatever path they choose to follow in life to become active and responsible members of our global community and leaders for the future. This is not always an easy task and can provide a variety of challenges. If you enjoy these challenges and share the same commitment as us, **then this may be the school for you**. We are looking for someone who will travel this journey with us and someone who will provide support and challenge for each of us.

Our vision, values and ethos is a shared commitment and forms the basis of everything we believe and follow in our learning community. Although they are ambitious, we know that working together, we can ensure they are fulfilled.

If you are a self-motivated, flexible, pro-active person with a proven track record and someone who is committed to excellence in everything you do, then we welcome your application. We promise that you will have many opportunities to develop your skills further and become a valued member of our learning community.

I very much look forward to hearing from you.

Kind regards,

Liz Haynes

**Liz Haynes
Headteacher**

Introduction to Watling Park School

We are a vibrant, multicultural and inclusive community school set between Burnt Oak and Edgware. We have a highly committed and passionate staff, who are dedicated to providing outstanding learning opportunities for all children through our Watling Park Curriculum which encompasses academic knowledge and skills alongside learning and life skills.

Part of our Curriculum focuses on ensuring children are given opportunities to extend and apply their skills through a range of experiences both within our outdoor learning environments and in the wider community.

It is a privilege to be given the opportunity to work with our children as they are enthusiastic, motivated learners who are passionate about our school and each other. They demonstrate outstanding behaviour and respect for each other and the wider community.

Our parent body is an asset to the school, providing many opportunities to celebrate our achievements and foster positive relationships with all members of our community.

We are well supported by a knowledgeable Local Advisory Board who are focused on assisting us in ensuring all our children achieve their full potential.

This is an exciting time for us as we welcome a new member to the Watling Park team – someone who is committed to our shared vision and holds our values and ethos as their own.

We offer a team oriented, supportive environment where everyone is welcomed and their strengths are nurtured and developed. Everyone (including staff) in our community is committed to being a motivated learner who is reflective and focused on their own professional development.

We look forward to meeting you and welcoming you to our learning community.

What We Are Looking For / Copy of Job Advert

Caretaker

Scale 3 Point 6 £23,672 to Scale 5 Point 15 £27,795 (Outer London)

Start Date:	As soon as possible
Hours:	Full time 7am to 4pm, one hour lunch break unpaid or two 15 minute unpaid breaks and half an hour unpaid lunch break.
Contract Type:	Permanent
Closing Date:	12 noon on Monday 11th September 2023
Interviews:	Monday 20th September 2023 (at Watling Park School)

The school reserves the right to appoint prior to this closing date for the right candidate.

For more details (including an application form) please go to: <https://www.watlingparkschool.org.uk/> or email a.wingfield@watlingparkschool.org.uk or call 020 8353 4249.

Further information

Visits to the school are welcome via appointment. An application form may be downloaded from the Watling Park School website. For further information please contact the school office on the number above.

The school is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, pre-employment and DBS checks. Watling Park School welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.

HOW TO APPLY

1. Read the Job Description and Person Specification carefully.
2. Complete the application form, either electronically or print it off and hand write it, paying particular attention to your supporting statement
3. Ensure your supporting statement relates directly to the competencies outlined in the person specification and job description.
4. Email your completed application form to a.wingfield@watlingparkschool.org.uk or send it by post to:
Ms A Wingfield
Office Manager
Watling Park School
Pavilion Way
Burnt Oak
HA8 9YA
5. Please ensure that all sections of your application form are filled in, including the declaration form.
6. Closing date for applications is **12 noon on Monday 11th September 2023**
7. Interviews will take place at Watling Park School on **Monday 20th September 2023**.
8. References will be sought for short listed candidates prior to the interview process.
9. In line with KCSIE 2023 a social media search will be made, with prior consent on all short listed applicants.

If you have any queries or would like to arrange a visit to the school, please contact the school office on **020 8353 4249**.

We look forward to meeting you!

JOB DESCRIPTION

Caretaker Watling Park School

Reports to: Office Manager

Hours: Full time, 40 hours per week. Monday to Friday 7am to 4pm with a one hour unpaid lunch break, or two unpaid 15 minute breaks and a half hour unpaid lunch break.

Salary: Scale 3 Point 6 £23,672 to Scale 5 Point 15 £27,795 (Outer London)

Holiday: 24 or 25 days annual leave (dependant on Scale appointed) allowance running from September 1st to August 31st.

General Overview:

An opportunity has arisen for a Caretaker at Watling Park School. We are looking for a self-motivated, flexible, pro-active individual.

The role provides support across the school premises to provide services such as: maintenance; cleaning; portage; and preparation for seasonal changes to the outside areas.

This role expects you to be a key holder and to deliver the full range of caretaking, maintenance, and cleaning duties, with responsibility of securing the site. You should have a keen eye for detail and be able to demonstrate a practical knowledge of DIY skills.

The individual should be smart in appearance and have good organisational, administrative and communication skills.

Impact:

- To promote good relationships;
- To continually monitor and audit to performance standards;
- Demonstrate a sound awareness & knowledge of Health and Safety;
- Ability to perform duties within the scope of site and Academy policies and procedures;

Complexity:

- Ability to act quickly and prioritise workload to minimise disruption to the teaching environment;
- Capable of identifying, removing or reducing risks;
- Processing of paperwork, documents for work orders and tasks;
- Administering the day to day maintenance of educational buildings;
- Managing lettings;
- Raising site related POs
- Proactive communication with school representatives;
- Undertake planned preventative maintenance (PPM) duties;
- Undertake reactive maintenance works;
- Manage the stock and materials rotation, to meet the needs for PPMs and core duties;
- Support emergency situations, such as fire evacuations, operate a fire panel/system;
- Delivery and recording of statutory testing, such as: emergency lighting; fire alarm, water, Lifts

- Undertaking general caretaking core duties, includes but not limited to: litter picking; removal of bodily fluid spillages; cleaning; general maintenance: portering of curriculum materials around site.
- Seek support from, Managers, Technicians, with complex problems, disputes, and / or specialist equipment, i.e. electrical systems;
- Manage cleaning operatives to ensure timely and satisfactory standards are met and adhered to.
- Undertake daily inspections of the premises and plant to ensure all in order for the day ahead.

Qualifications or Required Experience:

- Demonstrate experience of practical maintenance and DIY skills,
- Physically fit, to enable such duties as: manual handling; working at height; mobility around site;
- Flexible approach: to provide occasional overtime, weekend cover for lettings and additional school use;
- Be well presented at all times;
- Disclosure Barring Service (DBS) Enhanced clearance is a prerequisite of the position.

Competencies:

Individual Contributor, Ability to work as part of a team, communicate across multi levels, Ability to plan & prioritise work load.

Person Specification

Essential	Desirable
<p>Experience:</p> <ul style="list-style-type: none"> • Experience in a similar role (preferably in a school environment) 	<ul style="list-style-type: none"> • Experience of DIY, building and maintenance projects, preferably in a school environment. • Have knowledge of C.O.S.H.H (Control of Substances Hazardous to Health 1998)
<p>Qualifications:</p>	<ul style="list-style-type: none"> • First Aid Certificate • Accredited Health and Safety Training • GCSEs or equivalent in English in Maths
<p>Skills and Competencies:</p> <ul style="list-style-type: none"> • Have strong oral and written communication skills • Willingness to undertake induction training • Willingness to participate in ongoing training relating to the role • Willingness to gain first aid certificate (if applicable) • Knowledge and use of moving and handling procedures including for heavy objects • Ability to work as part of a team. • Ability to work in accordance with the school's health and safety policies and standard safe working practice for premises staff 	

<ul style="list-style-type: none"> • Ability to work to deadlines • Ability to work on own initiative • Ability to undertake general building maintenance • Ability to demonstrate a practical approach to problem solving • Ability to communicate well with adults and students • Ability to respond calmly to emergencies 	
<p>Other:</p> <ul style="list-style-type: none"> • Enhanced DBS clearance 	

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.