

ST JAMES SCHOOLS

Caretaker APPLICANT INFORMATION PACK



WELCOMING
open minds
and open hearts



WELCOME TO *St James Schools!*

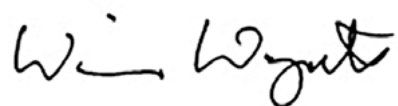
I am delighted to extend my warmest welcome to you as you consider joining St James Schools. We appreciate your interest in becoming a part of our unique and inspiring educational community.

At St James, we take immense pride in our distinctive philosophical approach to education. Mindfulness, vegetarian lunches, and the inclusion of Sanskrit in our curriculum are just a few of the ways in which we stand out from the crowd. Our students, parents, and staff all cherish our truly unique ethos, built on principles of open-minded enquiry, collaboration, and a steadfast belief in the limitless potential of the each individual.

With locations in both Ashford, Surrey, and Kensington Olympia, London, our schools are a vibrant and diverse hub of learning. Our commitment to fostering a culture of mutual respect and trust is central to our mission, and our dedicated staff play a pivotal role in making this a reality.

Our school's unique ethos extends to our support for staff. We have our own salary scale, and we highly value our team members. You will find ample opportunities for professional development to help you grow in your career.

We would love to hear from you and look forward to receiving your application.



Warm regards,
William Wyatt
Chief Operating Officer



ST JAMES SCHOOLS

welcomes open minds and open hearts

Founded in 1975 by philosophically-inclined parents, our three independent day schools offer a distinctive approach to education which provides for the intellectual, emotional and spiritual development of every child; they aim to provide an environment in which a child can discover all that is best within their own nature.

We actively support our pupils' emotional wellbeing, focusing on mindfulness and fostering a positive school atmosphere built on mutual respect, trust and kindness.

Our schools enjoy enviable locations in London and Surrey: our Nursery, Preparatory School and Senior Girls' School are close to Hammersmith and High Street Kensington, while St James Senior Boys' School occupies a stunning 33-acre site in Ashford, in leafy Surrey, with transport services from London.

The School is committed to providing a comprehensive range of non-contractual benefits

Meal: Lunch will be provided on your working days in the on-site refectory during School term time.

Discounts: All permanent members of staff who have passed their probationary period may be eligible for School fees discounts. Any discount agreed ends when your employment terminates for whatever reason.

Christmas Closure: All support staff contracted to work during School holidays will receive paid leave during the Christmas period when all School sites are closed. This is in addition to the annual contractual holiday entitlement.

School of Philosophy and Economic Science membership: The Schools will cover the cost of membership fees for the employee to the School of Philosophy and Economic Science.

Life Assurance: All permanent members of staff are covered by life assurance. It is designed to help your dependants in the unfortunate event of your death while employed by us.



JOB TITLE

Caretaker

LOCATION

Kensington Olympia, London

LINE MANAGER

Estates Manager



About you

We are looking for a full time Caretaker to join our busy and friendly school estates team based in Kensington Olympia. You will be involved in general site maintenance at the school - repairs, general operations and upkeep and the ideal experience would include:

- Experience in a trade (electrician/plumbing/construction etc)
- Previous work experience in a school or college
- Location close to W14 – not too far to commute

You will have the ability to relate well to people, through an even temperament, including pupils, parents and staff. You must use your own initiative and have the ability to respond to emergency work situations at short notice.



Key Areas

Assisting the Estates Manager in the following areas:

- Premises related Health and Safety issues and compliance.
- Management of maintenance and repairs and facilities care on site.
- Management and maintenance of work schedules, and quality control of works completed.
- Act as Fire Officer.
- Security of the school site.

Key Tasks

- Check site regularly for any potential Health and Safety issues. Take corrective action where necessary.
- Morning and afternoon gate duties.
- Assisting the Estates Manager with the following:
 - ensuring the school complies with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records e.g. fire safety checks, monthly legionella records
 - installation and maintenance of equipment for the protection of, and escape from, fire
 - completion of Risk Assessments as required and corrective actions where necessary
 - any other site related Health and Safety work as required





- maintenance and management of schedule of works to ensure that the site is kept operational
 - repair and maintenance tasks
 - maintenance of installations and plant for electric and gas supply, heating, domestic hot water etc.
 - supervision of the lighting and ventilation of the School's buildings
 - maintenance of the school grounds to a high standard; ensure grounds are litter free
 - ensuring accurate records are kept of all work carried out
 - overseeing out of hours activities
 - day-to-day security of the school site
 - drive rented vehicles to assist school's activities
 - open the premises
 - ensure correct set up of school's facilities during school's activities
 - monitor and resolve tasks raised using school's software
 - ability to respond to email
- Inform the Estates Manager in a timely manner of critical safety and security issues, and provide routine/progress management reports as required
 - Carry all other reasonable and related tasks that may be delegated by the Estates Manager from time to time.

In addition, the post holder is expected to carry out any reasonable instruction given by the Headteachers or such authorised persons in order to ensure the efficient running of the school.



Person Specification

St James is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Essential

The person appointed will:

- Have the ability to relate well to people, through an even temperament
- Have a clean current driving licence
- Have plenty of stamina
- Be able to cope with moderate and occasional heavy lifting
- Be flexible and adaptable, including occasional work outside normal hours
- Have a clear understanding of how schools operate
- Be open minded and genuinely interested in developing themselves
- Be able to use their own initiative
- Have a commitment to working as part of the whole school team and supporting the vision and aims of the school
- Have the ability to respond to emergency work situations at short notice

Qualifications

The person appointed will:

- Reasonable written and verbal communication skills
- First Aid training or a genuine willingness to be trained
- Knowledge of basic Health and Safety at work requirements
- Ability to carry out instructions and seek clarification where necessary
- Proven record of possession of DIY skills and ability to carry out a wide range of repair works
- Competence with hand tools. Skilled tradesman preferable

Experience

The person appointed will express:

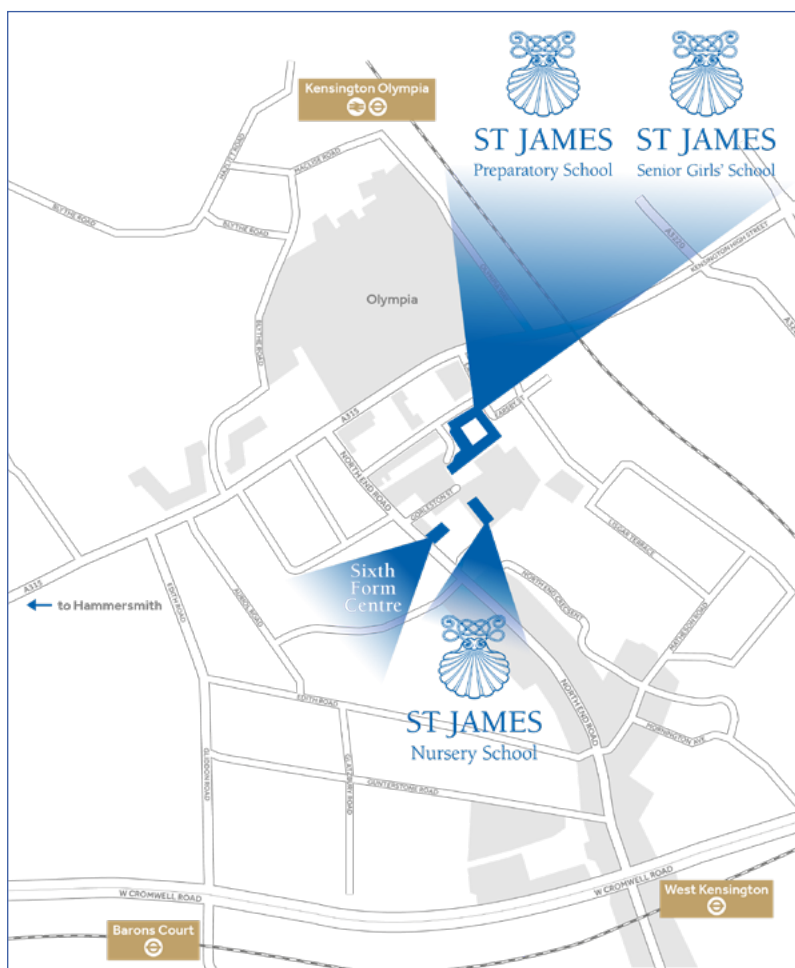
- **Can do:** Must possess a positive attitude
- **Rigorousness:** A commitment to achieving the best solutions
- **Creativity:** Endeavour to find new ways of doing things and learn from past experiences





HOW TO APPLY

St James Schools does not accept curriculum vitae, so please submit your online application form by clicking **Quick Apply** or email the completed St James Schools application form to recruitment@stjameschools.co.uk



closing date

20 November 2023.

location

Kensington Olympia, London.

interview date

Interviews will be arranged directly with shortlisted candidates. The School reserves the right to offer the post at any stage in the appointment process.

transport links

by tube:

- District line to West Kensington (5-minute walk)
- District line to Kensington Olympia (2-minute walk)
- Piccadilly line to Barons Court (10-minute walk)
- Overground to Kensington Olympia (2-minute walk)

by bus:

- 28, 306 stop at Kensington Olympia
- 9, 23, 27 stop at North End Road

by car:

There is metered parking in the surrounding streets.



Earsby Street, London W14 8SH | Tel: 020 7348 1777 | stjameschools.co.uk

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