



Vanguard Learning Trust

The Vanguard Learning Trust is a group of local primary and secondary schools in Hillingdon. We strive to be a Trust that serves its local community and is pioneering in its approach to broadening our students' lives. We believe in effective teaching which allows our students to shine both in and out of the classroom and that intellectual curiosity is at the core of every learning experience. Whilst schools in the Trust have their own ethos and values, they share the common aspiration that all students can achieve their potential and life is a journey of discovery.

Ryefield Primary School Caretaker recruitment pack

July 2024

Dear applicant,

I am delighted that you are interested in the role of caretaker at Ryefield Primary School. This is an exciting opportunity for an individual who is keen to become a member of a school within a local, cross-phase multi-academy trust.

Ryefield is a two-form entry primary school in the London Borough of Hillingdon, which has an excellent reputation within its local community. Our relentless focus in providing the best educational experience for our children extends to all members of staff. Our new caretaker will embrace that vision and be part of a committed staff team that is committed to meeting the needs of all pupils which complements Vanguard Learning Trust's vision of outstanding, inclusive education.

Our new caretaker will work alongside the site manager in ensuring that the school functions both efficiently and effectively. They will perform general caretaking duties, including DIY, and have a keen eye for maintaining site security. Our caretaker will receive professional development and support from the site manager and the Trust's Director of Operations.

We look forward to reading your application and, for those candidates selected for the interview stage, meeting you as part of the selection panel.

Yours faithfully,



Mr C Tucker
Executive headteacher



Mr J Barrett
Director of Operations

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Trust information

Vanguard Learning Trust is a cross-phase Trust in the London Borough of Hillingdon. Vyners Learning Trust was established in February 2015 when Ryefield Primary School and Vyners School formed the multi-academy trust. In September 2018, Ruislip High School joined the Trust which was renamed Vanguard Learning Trust. The Trust currently has five schools: Field End Junior School, Hermitage School, Ruislip High School, Ryefield Primary School and Vyners School. The history of Vanguard Learning Trust is available on the Trust's website ([click here](#)).

School information

Field End Junior School

Field End Junior School is truly a community school and has been part of the Ruislip landscape for over 70 years. It is a four-form entry junior school, sharing the same site as the infant school. It is a genuinely happy and exciting place to be; the school's community plays an important role in shaping young people into the adults they become when they go out into the world. Staff strive to do all they can to help each child reach their potential. Staff believe that school days should be filled, not only with learning, but with fun, friendship and memories to last a lifetime. The school was designated good in its Ofsted inspection of April 2024.

Hermitage Primary School

On entering Hermitage Primary, visitors cannot fail to notice the warm, family feel that permeates the school. Hermitage is a happy, welcoming, stimulating environment where everyone cares about each other and all interactions are based on mutual respect. Hermitage opened in 1968 and is a community school located in Uxbridge. From their first tentative sessions in Nursery through to their final days in Year 6, staff strive to teach pupils their place in the school, the community and beyond.

Ruislip High School

Ruislip High School opened its doors to its first cohort of Year 7 in September 2006. It is a mixed, comprehensive secondary school situated in South Ruislip. Ruislip High School has evolved into a school of choice in the local area with circa 1100 students. The school has been designated outstanding in both Ofsted inspections in 2007, 2011 and 2023. Ruislip High School's logo symbolises the school's motto *-from grass roots, to reaching for the sky-* which represents high aspirations and students' journey as they progress through the school.

Ryefield Primary School

Ryefield was established in 1960 and as a school community it strives for excellence. Ryefield is an excellent school where its children love learning and achieve the highest standards possible in a thriving multicultural learning environment. Above all Ryefield strives to touch the lives of all its children to ensure they grow up to be reflective, self-aware, and resourceful; they are empathetic towards others and confident young people.

Vyners School

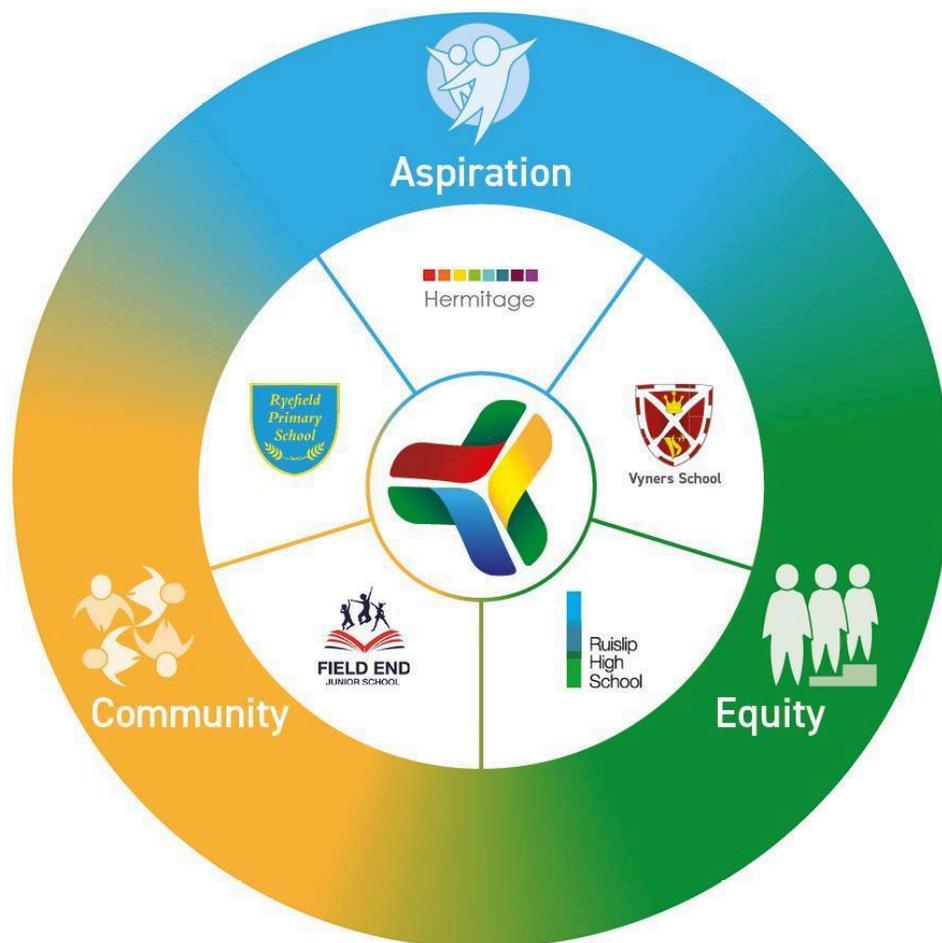
Vyners School was established in 1960. It is a highly oversubscribed mixed secondary, comprehensive school based in Ickenham with circa 1200 students. Vyners is an extremely popular and successful school with an excellent reputation for academic achievement and extra-curricular activities. Underpinned by its school's values *-community, aspiration, respect and endeavour-* Vyners prides itself on the positive relationships that exist in the school and the sense of being part of a happy community. In May 2019, Ofsted designated Vyners as outstanding as part of its Section 5 inspection.

The Trust's vision, values and mission statement are as follows:

Vanguard Learning Trust

Our vision

Outstanding, inclusive education



Core purpose

Vanguard Learning Trust's core purpose is to provide outstanding, inclusive education through collective responsibility across several, rather than individual, local schools. This provides a sustainable foundation allowing for a broader range of school improvement work including cross-phase, joint professional development opportunities as well as student activities. The collective responsibility allows schools and the central team to provide support and share expertise both within and beyond the Trust.

The Trust's values are represented by ACE:



Aspiration

Endless possibilities with limitless boundaries



Community

Collective responsibility, collaborating within and beyond the Trust



Equity

Opportunities for all to achieve equitable outcomes

Mission statement

As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can achieve their potential.

Caretaker

Job description

Reports to:	Site Manager
Salary:	NJC Scale 3. Starting at scale point 5 (Actual salary: £27,030), rising with annual increments to a maximum of scale point 6 (Actual salary: £27,438).
Working Days:	52 weeks per year (full-time), 11.00am - 7.00pm (Mon.- Fri.)
Holiday entitlement:	Paid holiday entitlement is 24 days + 8 bank holidays
Start date:	As soon as possible
Location:	Ryefield Primary School will be the primary location of employment but the successful candidate will be expected to be available to work at any Trust location should the need arise.

Main Purpose of the role:

Our new caretaker will:

- perform a range of caretaking duties;
- ensure that the school is maintained as a safe and secure environment;
- undertake routine maintenance and repairs; and
- be committed to keeping up to date with relevant training.

Key Responsibilities

Perform a range of caretaking duties.

Our new caretaker will:

- ensure that all work carried out is done with due regard to the health and safety policies and regulations;
- respond to emergency situations in accordance with the school's health and safety policy;
- support the site manager in ensuring all contractors and visitors are managed according to required health and safety guidelines;
- ensure that all escape routes and potentially hazardous areas are kept free from obstruction;
- ensure that inflammable materials for use around the site are stored safely;
- ensure that dangerous substances and equipment are used and stored safely;
- maintain the play area and school field;
- remove rubbish and animal waste from the site as and when necessary;
- grit walkways in icy weather as per the health and safety policy;
- assist with the moving of furniture and equipment as required; and
- assist with setting up spaces for school events, productions, etc.

Ensure that the school is maintained as a safe and secure environment.

Our new caretaker will:

- assist the site manager with the operations of the fire alarm testing;
- assist the site manager in operating the CCTV system inline with the CCTV policy;
- be a key holder and will be responsible for opening/closing the school, disarming the alarm system, securing the school, including windows, exit doors and gates and re-arming the alarm System.

Undertake routine maintenance and repairs.

Our new caretaker will:

- tend to, under the direction of the site manager, the maintenance of the school site and the immediate areas outside school;

- undertake daily and periodic cleaning duties on a regular basis and general cleaning during the school day as need arises;
- carry out minor day-to-day repairs and maintenance around the school site as directed by the site manager, reporting and following up faults as necessary; and
- undertake some external and internal redecoration as per the maintenance schedule.

Be committed to keeping up to date with relevant training.

Our new caretaker will:

- undertake training courses to develop relevant skills.
- attend Health and Safety courses to keep up to date with legislation.

The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Health and Safety

All staff are expected:

- to be familiar with the school’s policies that refer specifically to health and safety regulations and implement it as applicable within the department;
- to ensure that health and safety policies and practices, including risk assessments, throughout the department are in-line with national requirements and updated where necessary; and
- to have regard to health and safety across the school in all aspects of work, in line with the school’s policies and keep up to date with all relevant policies and risk assessments.

Safeguarding

Vanguard Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the Trust to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered ‘protected’ and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website ([click here](#)).

Equality and diversity

Vanguard Learning Trust embraces diversity and promotes equality of opportunity.

Notes:

This job description may be amended at any time in consultation with the postholder. Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Person Specification

For the supporting statement, applicants should address and evidence their experience, skills and qualifications in relation to the key criteria detailed in this person specification. This section should be no more than two sides of A4 font, size 12.

Qualifications and experience	Essential	Desirable
A good general education	✓	
An understanding that the needs and safety of the children and staff are of prime concern	✓	
Work effectively both independently and as part of a team	✓	
An awareness of the need for strict hygiene and cleaning standards	✓	
Experience of primary school caretaking		✓
Working in a school environment/site management		✓
Basic training and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work.	✓	
Have worked in an environment using similar skills		✓
Experience or expertise in areas of DIY		✓
Relevant qualification or training in First Aid and/or Health and Safety		✓

Skills and abilities	Essential	Desirable
Good organisational skills	✓	
Ability to prioritise, plan, schedule and evaluate work	✓	
Ability to be proactive and work on own initiative and manage own workload	✓	
Commitment to the security and wellbeing of the school	✓	
A willingness to undertake as necessary training in all aspects of the job including health and safety	✓	
Able to communicate verbally with all school stakeholders	✓	
Experience of security systems		✓
Some evidence of administration skills e.g. Record keeping, time sheets		✓
Knowledge and experience of Health and Safety regulations		✓
Ability to drive		✓

Personal skills and attributes	Essential	Desirable
Enthusiasm	✓	
Sense of humour	✓	
Flexibility	✓	
To be a proactive member of the school community	✓	
Hard-working	✓	
Common sense and initiative	✓	
Ability and commitment to contribute fully to the tasks in school	✓	
To uphold the ethos of our school	✓	
An interest in professional self-development		✓
A willingness to contribute to the wider life of the school		✓

Physical requirements	Essential	Desirable
Able to meet the physical demands of the post	✓	
Ability to work at high levels with appropriate equipment	✓	
Ability to deal with some manual handling	✓	

All aspects of the personal specification will be assessed through the recruitment process. Applicants should ensure that all aspects of the qualifications and experience section are explicitly referred to in their application form including using the supporting statement if required.

How to apply

Application process

In addition to this candidate pack, the school's website ([click here](#)) will provide prospective applicants with all relevant information and publications.

Applicants should complete the application form, ensuring that their supporting statement relates to the personal specification provided in this pack and is no more than two sides of A4 font size 12.

In compliance with safer recruitment guidelines, CVs will not be accepted.

Completed application forms should be sent to: recruitment@vlt.org.uk

CLOSING DATE: 10.00am on Monday 15th July 2024

INTERVIEWS: Thursday 18th July 2024

Should prospective applicants have any questions about the role they email them to the aforementioned email address and the director of people, who is not on the selection panel, will provide a written response.

Selection process

Full details will be provided to all candidates selected for the interview process and will consist of a series of tasks to assess suitability and, if shortlisted, a panel interview.