



The Burgate School & Sixth Form



School Caretaker

**Part Time: Monday to Fridays (15:00 to 20:00)
Temporary Contract**

Required: As soon as possible

Deadline for applications: 09:00, Friday 23 June 2023

Headteacher: David Pover

The Burgate School and Sixth Form, Salisbury Road, Fordingbridge, Hampshire, SP6 1EZ

Tel: 01425 652039

Fax: 01425 656625

Email: burgate@burgate.hants.sch.uk

Website: www.theburgate.com

Learning For Life



Dear Prospective Applicant

I am delighted that you are interested in applying for the post of School Caretaker at The Burgate School and Sixth Form. We believe our school is an exceptional place to work, where students and staff share collective values in a happy and successful environment. Every member of our staff team matters, and creativity and innovation are embraced and developed. Our students are a pleasure to work with and we encourage you to come and see this for yourself. 'Learning for Life', our school and college motto, underpins our culture and applies to every member of our school and sixth form community, whatever stage they are at.

Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that ambition. Please take your time to explore our school's website which will give you a greater understanding of what we believe is a happy, caring, and successful school. I hope both our website and this recruitment pack will give you a better understanding of The Burgate School and Sixth Form and the way we work.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely



Learning For Life



Role

About the Role:

The role of the School Caretaker is to support the Site Manager and the Site Team in ensuring the efficient and effective running and presentation of the school site. Liaising closely with the Site Manager and Operations Manager on caretaking and site issues, the School Caretaker will contribute to ensuring the internal and external fabric of the school's premises are clean, secure, safe, and well-maintained. In this role, you will be a key member of the team focused on maintaining our high-quality learning environment for both our students and our staff.

Responsibilities of the role will include carrying out daily cleaning, handyperson activities, routine maintenance and refurbishment, portorage duties, minor repairs, as well as interaction with the public during external lettings of our facilities.

This role will involve some manual handling and lifting. The success candidate will need to be reasonably fit to carry out the duties of the role and be able to carry out work using the appropriate equipment.

Previous experience of working in a school or a site role would be advantageous but full training will be provided.

We are looking for:

We are looking for a reliable, energetic, and practically minded individual with the ability to work independently and manage their time effectively.

A hard worker and a committed team player, you will need good communication and organisational skills and be able to work on your own initiative.

If you are someone with a flexible approach and a positive, can-do attitude, we would like to hear from you.

What we can offer you:

In return, we can offer you the opportunity to work in a supportive school community with friendly colleagues, a commitment to professional development, job-related training and access to join the local government pension scheme.

Further Information

Applicants are invited to contact our Operations Manager, Mrs Nadine Fortune, in the first instance.

Salary

Scale 3, Point 5 – 6 (£21,575 - £21,968 FTE) depending on skills and experience.

**Contract**

Temporary/Part-Time.

Working hours

Due to the nature of the role and needing to access areas that are not usually accessible within the normal school day, such as classrooms, we are looking for someone who can work in the early evening, from 15:00 to 20:00 though we would be happy to discuss working hours further at interview.

Deadline for Applications

Applications must be submitted by 09:00, Friday 23 June 2023.

How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, Headteacher's PA at shewett@burgate.hants.sch.uk

Application Form

To apply for the role, please complete one of our Support Staff application forms which can be downloaded from the vacancies page on the school's website, or a paper copy can be requested from the school. Completed forms should be submitted to Miss Sarah Hewett, Headteacher's PA, either by email at: shewett@burgate.hants.sch.uk handed into the school or posted using the school's address. All applications should be received by the published deadline. Only applications submitted on a school application form will be considered. CVs will not be accepted.

Disclaimer

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

Shortlisting

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Burgate School and Sixth Form. In addition to a tour of the school and informal discussions with key members of staff, candidates may be required to complete a task or exercise relating to aspects of the job description and criterion/criteria of the person specification. The selection process will culminate in a formal interview. Full details of the interview process will be sent to candidates with the invitation to interview. Candidates

Learning For Life



invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will also be required to bring photo ID with them on the interview day, for example, a valid passport or driving licence to provide proof of identity and, where available, a birth certificate should also be presented. If relevant to the role, evidence of all academic and professional qualifications disclosed on the application form should also be presented. Full details will be sent to candidates alongside their formal invite to interview.

References for shortlisted candidate

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer) and all other necessary pre-employment vetting checks have been satisfactorily completed. This will include confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure, verification of your identity and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS) and a check will be undertaken to ensure they are not subject to a prohibition order.

Safeguarding and Child Protection Statement

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form we are committed to safeguarding and promoting the welfare of all our students.

The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

We will also consider carrying out an online search on shortlisted candidates to help identify any past or current incidents or issues that might affect an individual's suitability to work with children and undertake the role in question. Any online search will be carried out only on publicly available information and will be limited to issues relating to an individual's suitability

Learning For Life



to work with children and/or in a school environment. Any issues that arise from a search will be followed up at interview where it can be discussed more fully, including background information, or mitigating circumstances.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies>

Equal Opportunities Statement

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

General Information for Applicants

The Burgate School and Sixth Form is a school that wants every student to enjoy their learning and feel valued for who they are. The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

This could not be a better time to join The Burgate; our GCSE results in 2022 continued to be with strong with 81% of students achieving both English and Mathematics at Grade 4+ and 59% achieving Grade 5+. Our most recent Progress 8 value added score, which related to the 2022 exam series was +0.02 which was above the national average and once again places The Burgate as one of the very best performing schools in Hampshire and in the top 25% nationally. Our A level results are consistently very good and our results in 2022 again put us in the top 10% of 16-19 providers nationally. 65% of A level results were at A*-B grades and over 83% at grades A*-C, with practically all students gaining a place at their chosen university.

We offer a wide range of subjects at GCSE and A Level delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established and bespoke performance management scheme. Induction and in-service training are provided for all teaching and support staff and there is a special programme for ECTs, as well as access to a wide range of CPD through National College and beyond. Internal promotion is a typical route for progression to higher levels of leadership for Burgate staff.

The school has a very committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools. We build and consequently benefit from excellent supportive relationships with parents, and we encourage close contact with the school whenever they have concerns regarding their child's education.

Learning For Life



The school was inspected by Ofsted in May 2019 in which we were awarded 'Good' overall with three of our inspection judgements being 'Outstanding'. The inspectors praised the high expectations of everyone at the school and remarked how the school's trustees and staff work closely together to create a team spirit that provides a consistent and positive learning environment, where teaching is inspirational and student behaviour is superb.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

Learning For Life



Job Description School Caretaker

Impact Statement: It is the role of the Caretaker to liaise closely with and support the Site Manager and the Site Team in ensuring the efficient and effective running and presentation of the school site, ensuring the school premises are clean, secure, safe, and well-maintained.

LEVEL OF RESPONSIBILITY: N/A
LINE MANAGER: Site Manager/Operations Manager

CORE RESPONSIBILITIES:

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of the Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure, and valued

KEY RESPONSIBILITIES: Undertaken only where able, trained and within Health and Safety guidelines

- Maintaining clean, safe, and secure school premises, including buildings and grounds.
- Carrying out daily cleaning, handyperson activities, routine maintenance and refurbishment, portage duties and minor repairs.
- Carrying out of ad-hoc duties such as litter picking and arranging the disposal of waste.
- Responsible for minor repairs, DIY and refurbishments in areas that are not accessible within the normal school day.
- Carrying out deep cleaning of classrooms, focusing on jobs that are not part of the regular cleaning routine.
- Interaction with the public who hire out the school's facilities during external lettings.
- As a key holder of the school, maintaining the security of the school premises and reporting any potential security concerns.

SPECIFIC RESPONSIBILITIES

None

Desired Skills/Knowledge and Abilities

Practical DIY skills/ Health and Safety training/Organisational skills/Flexibility

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the caretaker will carry out. The postholder will be expected to be flexible in undertaking duties and responsibilities and may be required to do other duties appropriate to the level of the role as directed by the line manager(s) or Leadership Team.

Learning For Life



Role: Person Specification for School Caretaker

Knowledge/Qualifications and experience	Essential	Desirable
Good numeracy and literacy skills/ GCSE (or equivalent) in Maths and English.	X	
Training in health & safety regulations, working at heights, manual handling, fire prevention etc		X
A clean and valid driving licence	X	
Minibus driver licence or willingness to undertake appropriate training to achieve this		X
First Aid qualification or willingness to undertake training to become a qualified first aider		X
Knowledge of security/alarm systems		X
Experience of carrying out basic DIY tasks	X	
Experience of cleaning in a work environment	X	
Previous experience of working in a premises role in a school or public building		X
Proven experience in carrying out maintenance in a school or similar organisation		X

Skills, abilities and personal attributes	Essential	Desirable
Effective communication skills with a range of audiences, both written and oral	X	
Good ICT skills		X
Highly motivated	X	
Ability to solve problems and find solutions	X	
Good timekeeper, organised, motivated, hardworking with a sense of humour	X	
Ability to work in an organised manner and use initiative	X	
Work constructively as part of a team, making important contributions	X	
Proven ability to work both as part of team and alone without supervision	X	
Reliable and trustworthy	X	
Flexible attitude to work	X	
Model and present a positive image of the school	X	
Have a good record of punctuality and attendance	X	

Knowledge/Additional Factors	Essential	Desirable
Commitment to safeguarding and equality	X	
Knowledge of Health and Safety in a school environment		X
Awareness of Control of Substances Hazardous to Health (COSHH)		X
Commitment to fairness and consistency	X	
Commitment to maintaining confidentiality at all times	X	

Learning For Life