



Caretaker

Contract: 37 hours / week, 52 weeks/year

Rotating shifts 6:00am - 2:00pm and 2:00pm - 10:00pm

Responsible to: Site Manager

Pay Grade: Scale 4 point 7 £27,274 – point 11 £29,071 / year



Thank you for your interest in joining Casterton College Rutland.

Casterton puts the well-being of its staff at the heart of everything but not in a superficial, corporate, or tokenistic way. For example, we don't observe lessons (except for ECTs (Early Career Teachers)) and we do not grade them either. We don't have mock Ofsted's or subject focus weeks, and we prefer a feedback policy to a marking policy. In other words, staff are trusted rather than micro-managed. Perhaps that is why we recruit so well and retain our staff-because they are treated and respected as professionals.

We are a single academy trust so there are no CEO or distant trust board and no corporate policy to adhere to. Instead, we are a local school serving the local community of Stamford and Rutland. People are often surprised to find our intake is in line with the national average on KS2 prior attainment or EHCPs (education, health, and care plans) because our progress 8 scores are so good, but that's down to our ethos and approach. We are proud to be comprehensive, and our ethos is 'ability is not fixed,' because we believe that in the right circumstances every child can do remarkable things. The challenge for us is to create the right circumstances. You may notice this is not your usual glossy, branded, corporate, application pack. That is because we aren't doing any of those things. We just do ordinary things very well, and by trusting our staff, as well as our students, they do wonderful things in return.

Unsurprisingly, although we occupy old buildings that are not exactly state-of-the-art, we have grown by 40% in the last six years and won a host of awards, including being in the top three for Secondary School of the Year 2021. That is not to say, Covid was easy for us because it most certainly was not, and we currently have our fair share of young people with trauma and mental health problems. However, we create a culture of Care, Kindness and Communication that works for most of them and, together, as colleagues, we support one another.

Casterton is a school with a heart and a soul, and I think that counts for a lot.

Carl Smith
Principal

General Duties

Undertake any emergency and daily cleaning during the day quickly and efficiently and in accordance with Health and Safety regulations.

Responsibility for cleaning a set area of college and provide cover in the event of cleaner absence.

Ensure a high standard of cleanliness at all times.

Monitor toilet/wash areas ensuring adequate toilet rolls, hand towels and soap are available.

Participate in first aid training as required and support the school first aid team.

Assist with all repair and maintenance work.

Be responsible for receipt and distribution of all deliveries, liaise where necessary with office staff to arrange distribution to relevant areas.

Assist with movement of any furniture and teaching equipment as required.

Ensure that the academy and its external grounds are kept clean throughout the day, ensure the general tidiness of all external areas, ensure litter bins are emptied daily and that the site is free from litter throughout the day.

Ensure prompt cleaning of sickness and spillages as required.

Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.

Ensure all electrical and gas emergencies are dealt with promptly and safely as appropriate.

Ensure lighting is kept in good working order.

Carry out maintenance and repairs to the building, furniture and equipment within the scope of a competent handyperson, including the cleaning of drains and gullies.

Maintain constant awareness of the physical condition of the building, furniture and equipment and taking appropriate steps to ensure maintenance and repairs where necessary.

To ensure that snow plans are implemented and areas are gritted/salted during adverse weather conditions. Provide safe access to the academy in the event of snow, ice or flooding.

Whilst on duty be contactable by telephone or radio.

Attend training courses or sessions as necessary

Participate in college events as required, eg parents evenings and open evenings

Any other reasonable duties as directed by the Principal/School Business Manager & Site Manager

Role responsibilities

Heating Plant

Operate the heating and hot water plant.

Carry out routine maintenance procedures for heating boilers and water pumps, referring to contractors where appropriate.

To know the location of main stop cocks and valves and mains electricity breakers, and gas and water meters.

Check functioning of heating and hot water systems to ensure the required temperatures are maintained and an adequate supply of hot water is available.

Health and Safety

Have a good working knowledge of the Health and Safety at Work Act.

Assist the site manager in ensuring that all routine Health and Safety checks are carried out including inspections of the site and portable electrical equipment.

Ensure equipment and deliveries are stored locked away safely so that students or unauthorised persons have no access to them.

Ensure any repairs are carried out in a timely way, reporting any defects. Ensure the correct maintenance and storage of cleaning products.

Ensure all contractors working on site follow health and safety guidelines and to minimise any loss or damage to school equipment or premises, ensure risk assessments are in place before work begins.

Ensure clear access, and assist, if required, all emergency services





Student Welfare

Follow behaviour protocols as set out by the school

Report all incidents of bullying and other forms of harassment and follow school procedures in all cases.

Read, understand and apply the procedures in the school's Child Protection policy and report all concerns immediately to the named officer for child protection

Ensure that the health and safety of students, both in and around school is always paramount and school protocols are followed in full.

Professional

The capacity to work effectively and efficiently. The successful candidate will share the college's vision and belief that all ability is not fixed. Other necessary qualities include professionalism, discretion, efficacy, the ability to work on your own initiative as well as part of a team, and a willingness to contribute to the wider life of Casterton College, Rutland. Maintain the highest standards of professional appearance, integrity and honesty

Dress at work in accordance with the staff dress code

Act as a role model to young people and other staff, including online

Behave professionally and respectfully towards other members of staff and contribute towards a focused, respectful and professional working culture

Ensure that all work carried out in preparation for an exam or on behalf of an examination board is done so in accordance with the rules for that exam

Attend meetings and training as required

Undertake any other duties or responsibilities as required by the Principal. This job description is not intended to be an absolute definition of responsibilities and duties as others may arise in this post.

Benefits

Local Government Pension Scheme
Discounted rates at our onsite
Casterton Nursery
Free tea and coffee
Free parking

How to apply

Only applications submitted on the College application form will be considered

(available on our website www.castertoncollege.com) along with a letter of application (no more than 2 sides of A4) and emailed to: Stephanie Shelton on bells@castertoncollege.com

Casterton College Rutland is committed to the protection and safety of its young people. And need for successful applicant to be DBS checked.

Casterton College Rutland is an equal opportunities employer

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