

CARETAKER (PART-TIME)

Candidate Information Pack

Telephone: 01206 572544 Email: careers@stmaryscolchester.org.uk

Website: www.stmaryscolchester.org.uk/vacancies

Welcome

Dear Applicants,

Welcome to St Mary's School. We have been educating girls from Colchester and the surrounding areas since 1908 and as such have built a very strong reputation within our local community. Throughout this time the school has grown in size and is now located on two sites. The Senior School is close to the town centre whilst the Lower School and Kindergarten enjoy a more rural location.

St Mary's is a happy and thriving school. It has recently been inspected by ISI and has achieved two 'excellent' judgements in pupil academic achievement and pupil personal development.

This is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community.

If you believe that you can rise to the broad and challenging expectations of the role and you have a genuine desire to work in an environment that has the needs of its students at heart, we look forward to hearing from you.

NICOLA GRIFFITHS

Principal





The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

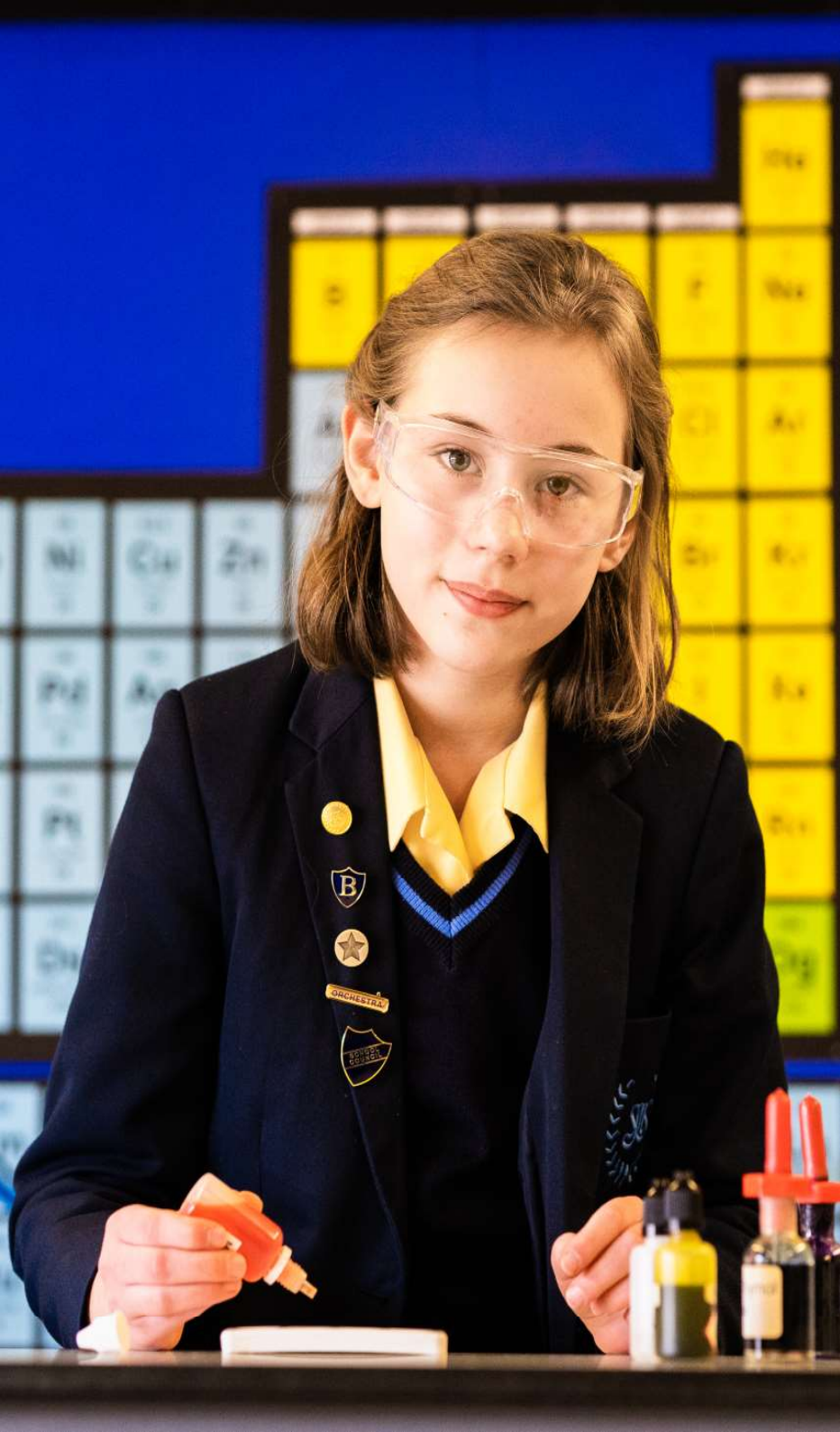
The Lower School was ranked as the 12th highest performing Preparatory School in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School we see fantastic GCSE results each year. We're able to achieve such success by tailoring the education to suit the needs of each individual in our small classes and by giving the girls the encouragement and support they need to aim high.

We are strong believers that success in life comes from more than just impressive exam results. At St Mary's we offer a brilliantly balanced education in order to develop exceptionally well-rounded individuals. With a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences on offer, there's ample opportunity to learn new skills and develop talents. There are numerous positions of responsibility available to the girls which help develop their leadership skills, and we foster team spirit through initiatives such as the School Council and School Houses.

For young people to thrive we firmly believe they must feel confident, relaxed and secure. Every child is known and understood and the girls feel comfortable challenging themselves and asking questions.

We believe in instilling the values of respect and courtesy, and through our charity and outreach work the students develop a strong sense of community. We are a leading Eco School and the students get a strong sense of caring for the environment as a result. As a global member of the Round Square Organisation, those who attend St Mary's benefit from our international links, which helps to broaden their horizons.

In this positive environment our young people develop the strength of character and the self-belief they need to make the very most of the life that lies ahead.



Job description

Job title:	Caretaker (Part-Time)
Reporting to:	Assistant Head of Operations (via the Site Manager)
Line management responsibility:	None
Hours:	25 hours per week minimum, Monday - Friday (with some weekend and evening work), year-round, Monday - Friday
Salary:	£26,000 - £27,000 (Full Time Equivalent)
Benefits:	Pleasant working grounds and location Lunch available during term-time Staff discount for School fees (subject to qualifying criteria) Employee Assistance Programme Benenden Healthcare (optional) Bike2Work Scheme

Main purpose of the job: Ensure the safe operations and upkeep of the school. Your duties would include opening and closing buildings, and ensuring the interior and exterior are presentable. Conduct minor repairs, move furniture, change light bulbs, and walk around the facilities to ensure they are safe and tidy. Being able to work as a team and on your own initiative is essential. A good work ethos and a can-do attitude is essential.

Specific duties (occasional, periodic or regular frequency)

Safety and Security

- Opening and closing the school, including intruder alarm setting
- Overall site security checks
- Emergency callouts
- Fire Marshal duties

Buildings and Plant Services

To provide an effective caretaking service and to promote the maintenance of a safe and secure school

- Carry out security procedures for school buildings and grounds
- Contact the appropriate services in the event of the following emergencies: fire; flood; break-in; vandalism; accident

- Assist with contractors while conducting repairs and maintenance work. Inspect, monitor and record work performance
- Notify the Asst Head of Operations and Site Manager of the necessity for any repairs or maintenance
- Carry out necessary duties where alarm systems are installed
- Carry out non-specialist building maintenance work, e.g. plumbing, glazing, carpentry, decorating etc, where such work is agreed as being within the reasonable capacity of normal handyman/DIY Skills with strict adherence to Health and Safety regulations
- To read meters and record as required, including assistance with energy conservation procedures
- Operate heating and hot water supply plant in accordance with instructions and carry out maintenance check procedures
- Take out of use equipment known to be faulty and report the need for repair
- Move furniture and equipment as required
- Inspect and maintain certain school equipment, effect minor repairs and report defects
- Replenish consumables items i.e., soap, towels, toilet paper etc as required throughout the school
- Replace light source. Clean accessible light fittings, shades and diffusers and replace where necessary and where fittings are 3.5 metres or less from ground level
- Conducted mandatory maintenance checks:
 - Water flushing
 - Emergency lighting
 - Weekly fire alarm testing
 - Monthly fire extinguisher inspections
 - Oil tank readings
- Ensure all ad-hoc and minor maintenance issues are either fixed or reported
- General maintenance of boiler/heating and electrical system, report any issues
- Ensure all recycling and waste is centralised ready for collection, also ensure bin area is clean and tidy

General Duties

- To carry out any other tasks as required by the Site Manager, and School Leadership Team
- Maintain a tidy and professional working environment
- Maintain efficient systems
- To carry out the above duties in accordance with the School's Policies and Guidelines. Distribute parcels / deliveries (e.g., copier paper, uniform) around the school
- Key holding - lock up and alarm setting
- Setting up for activities and events
- Covering evening and weekend events
- Driving as a cover driver for the school minibus service when required



This list is not extensive; other duties may be required.

This job description reflects the present requirements of the post and, as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The post holder also undertakes to carry out any other reasonable duties commensurate with the post and as directed by the Principal/Head of Finance & Operations.

Suitable clothing and equipment will be provided.

Training will be provided where required.



Person specification

(E) = Essential

(D) = Desirable

Qualifications

- Current driving licence (E)
- D1 driving licence (D)
- Relevant trade qualification (D)
- Health and Safety qualification (D)

Knowledge & Experience

- Hands-on maintenance experience (E)
- Problem solving (E)
- Health and safety experience (E)
- Similar work in an educational establishment (D)
- Training in Manual Handling, Working at Height, use of portable mobile towers (D)
- Recording and updating of plant and / or equipment safety checks (D)

Personal Skills & Attributes

- Able to use own initiative and meet deadlines (E)
- DIY / practical skills (E)
- Team player with a flexible approach and positive, assertive attitude (E)
- Accuracy and attention to detail (E)
- Able to prioritise a busy and varied workload, meet deadlines whilst coping with interruptions (E)
- Good level of general health and physical fitness appropriate to the requirements of the post (E)
- Reliable and punctual (E)
- Methodical and organised (E)
- Able to use electronic forms of communication (Outlook / Email); Word and Excel documents (D)
- Ability to maintain a clean and safe environment (D)
- Ability to cope with a wide range of customers, contractors and visitors to the school (D)
- Own transport (D)





Safeguarding

- Commitment to safeguarding and promoting welfare of children and young people
- Recent accredited safeguarding training
- Sound understanding of statutory safeguarding requirements

(E)
(D)
(E)



Application process

Closing date for applications: Monday 31st July 2023

Date of interviews: Week commencing 7th August 2023

Candidates are advised to apply as soon as possible as St Mary's will be selecting and interviewing candidates as and when applications that meet the criteria are received. St Mary's reserves the right to close the application process early should a suitable candidate be identified.

An application form can be downloaded from the school website:
www.stmaryscolchester.org.uk/vacancies

Candidates should complete their application form and covering letter of application and return it to Mrs Terry, HR & Compliance Officer at:

Email: careers@stmaryscolchester.org.uk
Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

Safeguarding

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening.

Please visit www.stmaryscolchester.org.uk/vacancies/ to read our Application & Recruitment process explanatory notes.

Privacy notice

Please read our Privacy Notice for Job Candidates, which can be found at www.stmaryscolchester.org.uk/vacancies/

We respect your privacy and are committed to protecting your personal data. Our Privacy Notice will inform you as to how we look after personal data held by us and tell you about your privacy rights and how the law protects you. It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using personal data. This Privacy Notice supplements the other notices and is not intended to override them.

