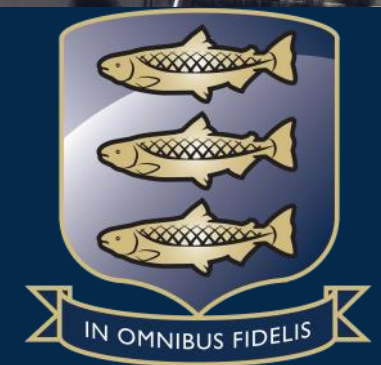




School Caretaker

Salary starts at £23,500. Full Time (37 hours a week) all year on shift pattern between 7am-7pm. Some evening work and very occasional weekend overtime





**Executive
Headteacher**
Michael J Scott
BA(Hons) Exon NPQH FRSA

Thank you for downloading our information pack about the vacancy for a Caretaker at NGHs.

The successful candidate will join an experienced site team and Site Manager. S/he will work 37 hours a week on a rotating shift pattern either starting at 7am until early afternoon or starting mid-morning until 7pm. This is most likely to vary but we will consider candidates who can only work one particular shift. Flexibility to cover larger evening events and some very occasional weekend overtime will be expected (overtime work is supplemented financially).

The postholder will be line managed by our Site Manager.

Experience in a trade such as joinery, plumbing, painting/ decorating etc., would be helpful but is not essential. Manual handling, ladder training, COSHH and CLEAPS training can be provided as necessary. A first aid qualification alongside with some site security experience would also be beneficial.

I am in my sixth year as Headteacher/Executive Headteacher here and consider it a privilege and delight to lead a school with such enthusiastic, intelligent and caring girls and a truly dedicated and supportive staff.

We are very much a family and a team at NGHs; my colleagues work exceptionally hard to help each student to achieve their potential and they also support each other. We take staff well-being extremely seriously and our Well-being Charter is included on our recruitment page to show you what we do.

NGHS is an outstanding girls' grammar school. We were very recently inspected by Ofsted in November 2022 and the school

was judged outstanding in every category, placing us in the top 3% of schools. Please read the report [here](#); you will see why I am so proud of our staff and students. We are also the 2020 West Midlands Secondary School of the Year and have recently won a number of accolades rewarding our work in supporting Mental Health, Holocaust Education, the Be Kind Award and the AcSEED Award.

As a small school, there is a real sense of everyone working together when it comes to organising events and supporting house competitions. Our house system is a key feature of our school and fierce (but also friendly!) rivalry is seen at house competitions. Regular attendance monitoring leads to rewards for forms with the greatest number of students hitting our ambitious attendance target of 97%.

Support staff are encouraged to get involved in the wider life of the school, and we are one staff body at NGHs! Our governing body is incredibly supportive and experienced. The school is financially secure and we have been successful twice within four years for government-funded expansions. We are heavily oversubscribed and hold an annual entrance test. We have, on average, 120 girls in each year group. The sixth form is also oversubscribed and we take students from a number of 11-16 and 11-18 high schools as well, of course, as our own Year 11s.

Opportunities like this do not arise very often, so I wish you every success with your application. If you'd like to speak to me prior to applying, please contact jobs@nghs.org.uk. I know how much time it takes to complete an application and thank you in advance for ensuring that it is with us promptly. We will interview candidates as/when we receive applications which meet our Person Specification, so please don't delay!



NGHS IN ACTION



Clockwise

World Mental Health Day is recognised annually with our SLT and Pastoral Leaders going very yellow this year. All Year 12 students benefit from a Liverpool Residential each year to aid their transition to Sixth Form. We have very talented sportswomen with regular wins in local and regional finals. Here is our winning badminton squad. There is a real sense of friendship and camaraderie between students at NGHS. A-level scientists work with Harper Adams researchers each year. The 2019 team won a trophy for their work. Mr Scott, Mrs Tomkinson and 10 girls attended a Downing Street reception in 2020 for International Women's Day.



JOB DESCRIPTION—CARETAKER

Role	Caretaker
Line manager	Site Manager
Hours of Work	37 hours per week
Salary	Scale 3, starting £23,500
Holiday Period	Dependent upon continuous service. From 33-41 days p/a.

KEY RESPONSIBILITIES

- ⇒ Safeguard pupils at all times from harm
- ⇒ Ensure the site is secure at all times to protect students and staff
- ⇒ Take responsibility as a keyholder for opening/closing buildings
- ⇒ Maintain confidentiality with regard to access codes and school security
- ⇒ Complete relevant Health & Safety checks
- ⇒ Carry out portering duties to distribute parcels/goods to different areas of the school
- ⇒ Replenish supplies such as toilet rolls and soap in toilets
- ⇒ Undertake equipment tests such as fire alarm call-points and other emergency equipment and record these accurately in record folders
- ⇒ Set out chairs and other furniture for assemblies
- ⇒ Ensure the grounds are clean and tidy (e.g. sweeping entrance to school and minor gardening)
- ⇒ Have due regard for appropriate manual handling protocols

- ⇒ Support the work of the cleaning staff, reporting any issues to the Site Manager
- ⇒ Arrange disposal of refuse and/or recycling bins through appropriate means
- ⇒ Undertake basic grounds maintenance and litter pick if required in the school grounds
- ⇒ Visit the roof to ensure guttering is clear
- ⇒ Support the upkeep and general maintenance of the school utilising any areas of personal skill/qualification (such as painting, joinery etc.)
- ⇒ Undertake training in the Boiler Management System to ensure smooth operation, particularly in winter months.
- ⇒ Report any defects of H&S issues promptly to the Site Manager
- ⇒ Respond to any emergencies on site such as lockdown drills or fire alarm activations in a responsible, timely manner.
- ⇒ Assist any visitors to the site outside of school hours maintaining a professional approach and direct enquiries to the relevant member of staff.
- ⇒ If covering for Site Manager through absence, ensure permits to work are completed by any visitors to site.

OWN DEVELOPMENT

- ⇒ Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.

- ⇒ Be aware and comply with all school policies and procedures in particular relating to safeguarding, health and safety, confidentiality, data protection and the staff code of conduct reporting all concerns to an appropriate senior member of staff.
- ⇒ Take responsibility for own professional development and expertise in conjunction with your line manager.
- ⇒ Follow lone working protocols at all times
- ⇒ Engage in constructive discussion and maintain professional relationships with all colleagues, students and parents (as appropriate).



PERSON SPECIFICATION—CARETAKER



Area	Essential	Desirable
Qualifications	i. GCSE in Maths/English or equivalent	ii. CLEAPSS / H&S experience iii. First Aid Certificate
Experience	i. Experience with tools/machinery to complete simple repairs ii. Experience with computers - basic user level iii. Basic joinery skills	iv. Experience in a similar caretaking role v. Workshop experience
Knowledge & Skills	i. Knowledge of the importance of Health & Safety in the Work Place ii. Knowledge of site security and importance of safeguarding young people	iii. Knowledge of servicing and maintenance schedules for machinery/lifts etc. iv. Additional areas of caretaking role such as basic plumbing / painting / plastering
Qualities	i. Fit and able to undertake job description including portering, heavy lifting, manual handling, ladders ii. Belief in high standards of excellence iii. Team player iv. Ability to prioritise, plan, organise well and work as part of team to achieve objectives v. Ability to motivate self to complete jobs independently vi. Suitability to work with children and satisfactory Enhanced Disclosure with DBS vii. Respectful of other colleagues' views viii. Sense of Humour!	ix. Knowledge of issues facing girls in a single-sex, high achieving environment



Please complete the application form including the supporting statement (section 5), which should not exceed two pages (font size 11). Please share your career to date and how you feel this experience meets the advertised person specification. We anticipate a strong response and we will score applications fairly against these criteria alone. A **personal letter** showing an understanding of our school is preferable to a generic letter of application. NGHS is an equal opportunities employer. We are committed to the equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy/maternity, race, religion or belief. We particularly welcome applications from colleagues from under-represented backgrounds. The successful applicant will be subject to an enhanced DBS, Barred List check and other recruitment checks in line with Keeping Children Safe in Education Safer Recruitment practices. This includes sourcing police checks for any period of time spent abroad.

Informal discussions about the post can be arranged. Email jobs@nghs.org.uk to arrange. These can be in-person or online via Teams with the Site Manager or Executive Headteacher.

Completed application forms should be emailed to jobs@nghs.org.uk no later than **Monday 4 December at 9am**. Candidates who work in a school currently must include their current or most recent Headteacher as a referee. Letters of application should be addressed to our Executive Headteacher Mr M J Scott.

CVs are unnecessary and will not be accepted. We wish you every success and thank you for your application.