



Charlotte House
Preparatory School for Girls
A PNEU INDEPENDENT SCHOOL

Application Pack

Charlotte House Preparatory School
Is looking for a
Full time Caretaker

37 hours per week (not term time only)

Charlotte House is looking to appoint a Caretaker to undertake general maintenance, cleaning and upkeep of the school ensuring that school buildings and the school site are maintained to a high standard and are secure. Maintenance includes gardening, repairs, painting tasks, basic plumbing and carpentry.

You must:

- meet the person specification
- be able to meet key accountabilities set out in the Job Description
- have experience and/or a keen interest in the subject matter
- be able to use ICT effectively
- have good organisational and communication skills

The salary offered will be dependent on experience.

For more information please contact the office by telephone on 01923 772101 or by email

office@chpschool.co.uk

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to satisfactory disclosure clearance.

www.charlottehouseprepschool.co.uk

May 2018

Dear Candidate

Charlotte House is a Prep School for Girls providing exciting, enjoyable education experiences which lead to outstanding outcomes for our children.

We believe that children benefit from a challenging, innovative and comprehensive curriculum delivered in a supportive and stimulating environment and our school is recognised for its welcoming and friendly atmosphere in which our girls flourish.

If you would like to join our friendly team we have a vacancy for a Caretaker.

For more information please contact the office by telephone on 01923 772101 or by email office@chpschool.co.uk

We look forward to receiving your application.

Yours sincerely



Miss P Woodcock
Head

The Drive, Rickmansworth, Hertfordshire, WD3 4DU
Tel 01923 772101 Fax 01923 776268 email
office@charlottehouseprepschool.co.uk
www.charlottehouseprepschool.co.uk

Registered educational Charitable Trust No: 311075

Person Specification – Caretaker

Responsible to:	Bursar
Salary:	Dependent on Experience
Hours of Work:	You'll usually work up to 37 hours a week, which will include early mornings from 7.00 am but the job is flexible with the hours and may include split shifts with time off during the day.

	Essential	Desirable	Means of Assessment
Qualifications	<ul style="list-style-type: none"> • Good numeracy and literacy skills 	<ul style="list-style-type: none"> • NVQ or equivalent in Building Services 	<ul style="list-style-type: none"> • Application form
Experience	<ul style="list-style-type: none"> • Handy person or DIY Experience 	<ul style="list-style-type: none"> • Caretaking in a school or similar environment 	<ul style="list-style-type: none"> • Application form • Interview • Reference
Skills, Knowledge, Aptitude	<ul style="list-style-type: none"> • Ability to work as part of a team • Ability to work in accordance with the school's health and safety policies and the code of safe working practice for caretaking premises staff • Ability to work to deadlines • Ability to work on own initiative • Ability to lift and carry heavy items • Ability to communicate well with adults and pupils • Confident & reasonably user of ICT 	<ul style="list-style-type: none"> • Working knowledge of health and safety procedures and regulations, e.g. COSHH • Willingness to develop knowledge of ICT and other specialist equipment resources 	<ul style="list-style-type: none"> • Application form • Interview • Reference

Job Description

Caretaker

Responsible to: Bursar

Purpose:

To be responsible for the day to day security, safety, cleanliness and general maintenance of the school site

In co-operation with, and under the guidance of, the Bursar to

- To ensure that the buildings and school site are secure, particularly out of school hours and to attend response call-outs as required
- To follow statutory compliance and control of property health, safety and security matters across the school
- To undertake basic day to day maintenance tasks
- To escort contractors whilst working on site
- To ensure that that all allocated equipment, furniture and materials are stored safely and securely (in accordance with the COSHH) in order to prevent unauthorised access and potential accidents/misuse
- To perform duties in line with health and safety requirements and take remedial action where hazards are identified
- To report serious hazards to the Bursar immediately
- To assist in the monitoring of goods inwards and deliver to departments
- To help maintain the school grounds to ensure they are fit for purpose
- To carry out any other duties as may from time to time be required by the Bursar
- To maintain confidentiality
- To participate in training and other learning activities and performance development as required

Duties and Responsibilities:

- To ensure heating is efficiently and effectively operated, make adjustments as necessary and report defects and maintenance to the Bursar.
- To help to maintain the security of the premises and its contents in accordance with the buildings current requirements.
- To be responsible for weekly safety checks on the minibus and school car, maintaining logs, refuelling and keeping them clean.
- To be responsible for whole site weekly H&S checks. Emptying garden bins and recycling boxes throughout school.
- To ensure all entrance doors and areas and window ledges are clean.
- To clean light fittings and to test lighting systems weekly replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc and clean up spillages as required.

- To ensure that gullies, drains etc. are kept free from debris and that the school/establishment and grounds are litter and animal excretion free.
- To mow the lawn, trim bushes, sweep/clear pathways and tennis courts. Clear up all leaves during Autumn/Winter.
- Regularly clean and maintain the tennis/netball courts.
- To be responsible for ensuring clear and safe pedestrian access to the school/establishment particularly in adverse weather conditions (eg snow clearing, gritting)
- To dispose of waste materials in a safe, hygienic manner ensuring that is available for collection as required.
- To undertake portage tasks as required including setting up and clearing away furniture.
- Receive and check goods and supplies and take them relevant place of storage
- To undertake handyperson duties as directed as outlined below:-
 PAINTING AND DECORATION:- Painting of walls and woodwork
 JOINERY:- First line maintenance of fixtures and fittings, examples, tightening screws on desk hinges, window hinges and door handles. Hanging pictures, hooks, shelves etc.
 PLUMBING:-Unblocking sinks, traps and waste pipes. Adjustment and re-washer of taps.
- IT technician - general duties
- To monitor stock levels of consumable items such as fuel, grit, toiletries, light bulbs/ tubes and cleaning materials and arrange to replenish supplies in accordance with current procedures.
- To maintain appropriate records including fire alarm log book, intruder alarm log book, repair orders and heating system record book.
- To report emergencies in the case of faults with gas, electric and water supply to the Bursar/Headteacher, and report minor faults to the Bursar.
- To attend to, where necessary, people visiting the site such as contractors and monitor any work being carried out.
- To ensure disabled access clear and lift in working order
- The cleaning, where required, of the premises.
- To organise and undertake on a pre-planned basis the stripping, resealing and polishing of floors, washing of walls and cleaning of furniture during the school holiday periods.
- To clean the external doors, window ledges and internal glass.
- To maintain a log of portable electrical equipment, including the labelling with identification number and to undertake visual checks in accordance with the Electricity at Work Act.

Background information

The School

Charlotte House School is an independent girls' preparatory school set in delightful grounds of about three acres surrounded by mature trees and gardens. It is situated in a quiet residential area in Hertfordshire between the towns of Rickmansworth and Chorleywood, about one mile from Junction 18 of the M25 and within easy reach of Rickmansworth Station. Watford, Harrow and St Albans, with their shopping and entertainment facilities, are nearby, as is the delightful Chilterns countryside.

Charlotte House School offers education to girls between the ages of 3 and 11 years. The current roll is 132. Pupils join the Nursery at three or Reception at rising five; the school is largely non-selective and academic standards are high and rising. At the age of 11, girls move very successfully to a wide variety of private and state schools including Berkhamsted, Haberdashers' Aske's, Northwood College, Royal Masonic, St Helen's, Abbot's Hill, Dr Challoner's High School and Watford Grammar. Girls are prepared for the 11+ entrance exams and very good links are established with all these schools so that they acknowledge and value the high standards encouraged at Charlotte House. The school has an excellent record in enabling girls to transfer to the secondary school for which they are most suited, whether private or in the maintained sector.

Charlotte House is divided into two main sections; the Pre-Prep which includes the Early Years Department, and Prep. There is one class per year group, each with a dedicated form teacher. Additionally the Pre-Prep forms each have their own classroom assistant. Specialist staff are introduced to girls from Nursery.

Our wide curriculum includes all aspects of the National Curriculum but we successfully augment this and in assessment we consistently see girls achieving above National Curriculum averages. There is a thriving creative atmosphere throughout the school and examples of the children's work are on display. Music plays an important role as does drama. Drama is much enjoyed from form assemblies and plays through to the Easter Concert and the Form VI leavers' play, and not only reinforces studies but also increases the children's confidence and self-expression. PE activities include netball, gymnastics, dance, athletics and swimming. Girls play regular netball matches against many local schools and the swimming squad is very successful in local and national galas and competitions.

Management

The school is run by the Head, assisted by the Deputy Head. The Senior Management team consists of the Head, the Deputy, the Director of Studies, the Pre-Prep Co-ordinator and the Bursar. The Head is also supported by a PA/School Secretary and the Registrar.

The school is administered by a Board of Governors. There are nine governors who provide a wide range of professional skills and include former parents. The governors Sub-committees include Health and Safety, Education, Building and Finance, Marketing and Child Protection.

Staff

Aside from the Head, there are eleven full-time and five part-time teachers, one learning support assistant, five teaching assistants, and three kitchen staff.

The Admin staff consists of: a Bursar & part-time Assistant, a Registrar and a School Secretary.

PTA

The school is fortunate in having a very supportive PTA which organises many social and fund-raising events which are held throughout the year including Christmas and Summer Fairs.

Application and recruitment procedure

Application Form

- Applications will only be accepted from candidates completing the Application Form in full. CVs will not be accepted in substitution for completed Applications Forms.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- An Enhanced Disclosure from the Disclosure and Barring Service will be obtained for the successful applicant.
- We will seek references on shortlisted candidates and will approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates must bring with them the documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also bring with them:
 - a current passport or a full birth certificate
 - a utility bill or financial statement issued within the last three months showing the candidate's current name and address
 - where appropriate any documentation evidencing a change of name
 - your latest DBS Certificate

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been received)
- verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK
- a satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS
- a check that the candidate is not subject to a prohibition order issued by the Secretary of State (teaching positions only)
- verification of professional qualifications, where appropriate
- verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999)
- any overseas checks and confirmations as the school may consider appropriate that occurred outside the UK
- satisfactory medical fitness
- signed staff suitability declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009

Policy on the Recruitment of Ex-Offenders

- The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School.
- Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with any offences against children.
- All candidates should be aware that provision of false information is an offence and could result in the application being rejected (or summary dismissal if they have been appointed) and a referral to the police and/or DBS and/or the DfES Children's Safeguarding Operation Unit.

Data Protection

We process this data for recruitment purposes only. We will not share it with anyone else.

We would like to keep this data until our vacancy is filled. We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you. When that period is over, we will either delete your data or inform you that we will keep it in our database for future roles.

