



Grove House School

Candidate Information Pack
Assistant Caretaker

Supporting Excellence

admin@grovehouse.essex.sch.uk | grovehouseschool.co.uk

Headteacher's Letter

Grove House School

Sawyers Hall Lane, Brentwood, Essex, CM15 9DA

Headteacher: Miss L Christodoulides, BA Hons

Telephone: 01277 361498

Email: admin@grovehouse.essex.sch.uk



Dear Applicant

Thank you for your interest in Grove House School. I would like to take this opportunity to tell you a little more about us. We are a special school that opened in September 2015. We currently have just over 100 pupils on roll across years 4-13. All of our pupils have an EHCP and have come to us from mainstream settings and alternative provision. Our pupils' priority needs will be around speech, language and communication although many will have associated difficulties such as attention management issues, moderate learning difficulties and social and emotional needs.

Currently we have 9 form groups - one KS2, four KS3, three KS4 and one sixth form class. Classes are ideally in groups of 12 pupils. Each class is supported with at least 2 Learning Support Assistants who stay with the class group across all lessons. Our teaching and therapy staff work together to support pupils.

We are a very friendly, supportive and welcoming staff. Our staff team is growing rapidly as our pupil numbers increase. Our curriculum, whilst based on the national curriculum, is continually reviewed and ever changing as we look to meet the wide variety of individual pupil needs within each class group. Whilst this may have its challenges it also is extremely rewarding in that our staff have the flexibility to be creative and innovative in the development and delivery of the curriculum.

We have a highly skilled and dedicated board of governors, some of whom were the proposers of the free school in its early days. They have supported us way beyond expectations and continue to be a valuable asset to the school.

I very much hope the post is of interest to you – please do contact us for further discussion and to arrange a visit.

Kind regards

Lisa Christodoulides



Our School Site

Our school site has undergone huge change. We started in September 2015 in a refurbished small block with 4 classrooms for our opening year.

We have now taken over our main large building that has specialist therapy rooms, specialist art, music and ICT rooms, a large hall with stage and a gymnasium, in addition to a number of non-specialist classrooms.

We have a new build on the site which we are currently using as our growing primary base.



In Spring 2018 we refurbished our Technology block to provide dedicated facilities for Science, Design and Technology and Food Technology.



Grove House School



Assistant Caretaker

35 hours per week/ 41 weeks per year
52 weeks per year, 24 days holiday + bank holidays
11.00am - 6.30pm (with 1/2 hour break)
Actual Salary: £18,656

Job Description and Person Specification

Job Title	Assistant Caretaker
Grade	Scale 2, point 4 (range 4-5)
Based at	Grove House School
Reports to	Headteacher, Business & HR Manager, Estate Manager
Responsible for	n/a
Liaison with	Site team, other school staff, Headteacher, contractors
Job purpose	<p>Under the direction of the Estate Manager:</p> <ul style="list-style-type: none">• Support the caretaking team by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including cleaning, maintenance and portage
Principal Accountabilities	<ul style="list-style-type: none">• To undertake general caretaking duties, including cleaning and maintenance, as required, ensuring prioritisation of key tasks• To ensure security of the site and related equipment is maintained• To assist the Estate Manager in providing a professional, efficient and effective premises support service to the school

Job Description



The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.

Duties:

The duties of the post, as outlined, will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.

Security and Supervision

- Act as a key holder, carrying out security procedures for the buildings and grounds, the routine and non-routine opening of premises and grounds, responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s).
- Provide access, where possible, to the premises and classrooms in the event of snow, minor flooding or similar emergency situations
- Deal with enquiries from officers and employees of the SEAX Trust, workers and contractors and, where appropriate, advise the Estate Manager of their presence
- Attempt to prevent unauthorised access onto the school premises or grounds (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools)

Caretaking and Maintenance

- Undertake cleaning of allocated area(s), and secondary cleaning
- Washing internal walls e.g. classrooms, corridors, including cleaning at a high level, where appropriate safety equipment is available and a safe system of work has been defined, in accordance with Health & Safety requirements
- Window cleaning, including cleaning at a high level, where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health & Safety requirements
- Washing and cleaning diffusers and replacing bulbs/tubes (If this involves work at a high level – comments relating to equipment apply detailed above)
- Carry out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:-
 - plumbing work, e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing a washer etc;
 - redecoration, as appropriate
 - plastering work, such as repairing cracked or broken plaster, making good damaged walls (for example, following the removal of, say, shelving or similar fittings)
 - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc
 - glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external (Note: Specialist contractors would be used for repairs to large window panes or double glazed units or windows at a high level)
 - Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean

- Take delivery of stores, materials and other goods and convey them to their points of distribution
- Dispatch laundry, goods, materials etc
- Ensure that adequate supplies of cleaning materials and other supplies are available
- Operate the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available, carrying out frost precaution procedures as necessary
- Ensure that all caretaking and cleaning equipment is in a safe, working condition and arrange for repair as appropriate
- Carry out routine procedures or checks on ancillary equipment, e.g. checking batteries, automatic pumps and areas subject to flooding
- Carry out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Other duties

- Test portable electrical equipment, if trained and accredited to do so
Assist with the supervision and training of cleaning staff in the absence of/as requested by the Estate Manager
- Undertake letting of the school premises and related duties, as appropriate, in accordance with the provincial agreement
- Prepare the school premises and site for out-of-school activities
- Assist, as required, in the completion of claims for caretaking fees for lettings and make out forms for the requisition of stores and repairs
- Advise the Estate Manager and School Business Manager of the hours worked by the caretaking staff
- At all times to carry out the duties in accordance with school-based policies and Health & Safety procedures
- Such other duties relating to the use of the premises as may be necessary from time to time, in accordance with established local practice or within the reasonable requirements of the Headteacher and Trust

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the postholder's professional responsibilities and duties.

Person Specification



Qualifications and Experience			
Detail		Essential	Desirable
Specific qualifications & experience	Experience of cleaning and first line maintenance	✓	
Knowledge of relevant procedures	Basic knowledge of First Aid		✓
Literacy	Ability to read and write	✓	
Numeracy	Ability to count and undertake basic calculations		
Technology	Ability to use cleaning products	✓	
	Ability to operate security, heating plant and other routine building systems	✓	
	Ability to undertake routine DIY tasks	✓	
Communication	Detail		
Written	Ability to complete basic forms	✓	
Verbal	Ability to exchange routine verbal information clearly	✓	
Languages	Use initiative to overcome communication barriers with children and adults	✓	
Negotiating	Ability to negotiate effectively to achieve best outcomes	✓	
	Ability to manage difficult or controversial exchanges	✓	
Working with Children and others			
SEND	Understand and support the differences in children and adults and respond appropriately in relation to the role	✓	
Child Development	Basic understanding of the general aspects of child development	✓	

Health and wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	
Curriculum	Basic understanding of the general aspects of child development	✓	
Behaviour management	Understanding of the school's behaviour management policy	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with others	✓	
Team work	Ability to work effectively with a range of other adults Ability to prioritise workload and work on own initiative	✓ ✓	
Working with partners	Understand the role of others working in and with the school	✓	
Information	Know when, how and with whom to share information Understanding and implementation of confidentiality	✓ ✓	
Responsibilities			
Organisational skills	Excellent organisational skills	✓	
Line management	Ability to supervise and monitor the work of others	✓	
Time management	Ability to manage own time effectively Demonstrate a flexible approach	✓	
Creativity	Demonstrate ability to resolve routine problems independently	✓	
General			
Equalities	Awareness of and commitment to equality	✓	
Health and safety	Good understanding of Health and Safety	✓	
Child Protection and Safeguarding	Understand and implement child protection and safeguarding procedures	✓	
Confidentiality/ Data Protection	Understand procedures and legislation relating to confidentiality Understanding and implementation of the Trust's Data Protection Policies	✓ ✓	
CPD	Be prepared to develop and learn in the role	✓	

Application Process



Candidates should download and complete a SEAX Trust application from available from:
www.grovehouseschool.co.uk or www.essexschooljobs.co.uk

Required:	As soon as possible
Visits to school:	Unfortunately, due to COVID-19 restrictions, we are not offering on-site visits at this time. Instead, please visit our website at www.grovehouseschool.co.uk
Closing date:	Thursday 11th March, midday
Interview:	To be agreed
Salary and Band:	Scale 3, Point 4
Hours and weeks:	35 hours per week/ 52 working weeks per annum
Actual Salary:	£18,656 (Point 4 under 5 year's service)
Paid leave:	24 days + Bank Holidays
Working pattern:	11.00am - 6.30pm (with 1/2 hour break)
To apply:	Candidates should download and complete a SEAX Trust application form available from www.grovehouseschool.co.uk and or www.essexschooljobs.co.uk and return to Kate Peters (Business & HR Manager) k.peters@grovehouse.essex.sch.uk by the closing date above
Queries:	Mrs Kate Peters, Business & HR Manager Email: k.peters@grovehouse.essex.sch.uk Grove House School, Sawyers Hall Lane, Brentwood, Essex, CM15 9BZ Tel: 01277 361498
Staff Well-being Cover	Grove House offer extensive Staff Wellbeing and Medical Insurance Cover which includes physiotherapy, counselling and GP on-line support services.

Grove House is part of the SEAX Trust

Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

- **Provide outstanding educational experiences for children and young people with special educational needs**
- **Put the well-being and achievement of pupils at the heart of all decision making**

We consider the main asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.



Be rewarded by us ...

- We offer a clear and competitive **pay policy** and **progression route**
- **Holiday pay** and **salary** which is paid *evenly* across the year for our support staff, Teachers and Local Government **Pension Scheme** facilities

Progress with us ...

- A focus to provide high quality **professional development** opportunities for all staff
- An extensive range of **in-house training** opportunities
- Experienced and **dedicated practitioners** who are keen to help you learn
- A range of exciting internal **career opportunities**

Be inspired by us ...

- **Challenging** roles and **recognition** of achievement
- A **motivational** strategy towards both education and business
- Staff **involvement** in wider decision-making

Be reassured by us ...

- A strategic aim to ensure a **fair work/life balance**
- A **highly supportive** organisational culture
- A firm commitment to the strengths of **equality and diversity**
- A sense of **cohesion and belonging**
- A policy to raise **matters of concern**

Ask us ...

Should you have any general queries regarding staffing at **SEAX Trust**, Kate Stannard will be pleased to speak to you. Please contact: **Mrs Kate Stannard, Assoc CIPD, Director of HR for SEAX Trust**

Email: jobs@seaxtrust.com Telephone: 01245 963000

The SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.