

# Caretaker

## Recruitment Information for Candidates

Application Deadline – Friday 20th May 2022



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Dear Applicant

Thank you for expressing an interest in joining The Basildon Academies.

Student welfare, academic progress and achievement is at the heart of everything we do at our Academy.

Our Academy vision is to drive:

- Social Mobility - equality of opportunity for our young people to succeed
- Moral Purpose - resilient positive decision makers
- Cultural Capital - equity of opportunity and life experiences
- Spiritual Awareness - reflective citizens and active curious learners

The Academy offers students the unique opportunity to begin their learning journey at our Key Stage 3 Lower Academy, and complete it at our Key Stage 4 & 5 Upper Academy.

Our Key Stage specialist sites enable us to offer our students age appropriate curriculum choices, support, challenge and enrichment.

We recognise the power and impact that quality enrichment can have on young lives and minds. Our enrichment programme is an essential and valuable part of our school day. All students engage in an enrichment of their choice each day as part of their curriculum.

The age appropriate enrichment curriculum supports a 'Passion for Learning' in Key Stage 3, a 'Passion for Purpose' in Key Stage 4 and a 'Passion for Life' in Key Stage 5. Our enrichment curriculum builds student resilience, self-esteem, sense of belonging and love of learning. It provides equity of opportunity, stretch & challenge, employability skills and broad experiences supporting our student cultural capital and social mobility.

Our two academy model offers our Year 7 intake a guaranteed future place in our growing and thriving Sixth Form.

The Basildon Academies Sixth Form offers personalised curriculum pathways, tailored to individual needs and aspirations. Strong support networks alongside quality teaching ensure academic success and preparation for university or the workplace.

Yours sincerely



Mr G.Smith B.Ed (Hons), NPQH  
Executive Headteacher





The Basildon Academies are two state of the art Academies based in Essex, just 35 minutes from London and approximately 1 mile apart. We are unique in the way the academies are set up with The Lower Academy specialising in the teaching of our students aged 11-14 whilst the Upper Academy specialises in our 14-19 year old students.

**The Lower Academy** is focussed upon developing the whole child; our curriculum has been developed to enable our students to develop their knowledge, understanding and skills so that they will become lifelong learners. This includes opportunities for linguistic, mathematical, scientific, technical, human, social, physical and artistic learning so that students make progress in a wide range of subjects. The Lower Academy offers a supportive and nurturing environment to allow our students to find their adult feet as they become fully prepared for their transition to the Upper Academy.





**The Upper Academy** is focussed upon creating the best environment and conditions for all students to fully achieve their true potential, make at least expected progress and attain the very best grades they can in their final exams. The range of courses on offer allows students to become specialised in their favourite target areas and at the same time retain the very strong focus upon gaining good qualifications in maths, English and science at GCSE level.



Our strong Sixth Form is a major part of the Upper Academy with the structure modelling itself on developing independent learning skills like those seen in universities which allows students to continue their studies in their specialist subject areas. Students are very much encouraged to become mature adults being engaged in many aspects of the life of the academy which further develops those much needed skills to go on into university or the world of work.

### **Position: Caretaker**

Responsible to: Senior Caretaker

Location: The Basildon Upper Academy

Salary Range: Salary Band 2: £18,908 - £20,709 per annum.

Shift allowance: £1816 per annum.

Working Hours/weeks: Full time within the shift system. The shift times are as follows:

6am - 2pm

8am - 4pm

2pm - 10pm

### **Purpose**

To contribute to the smooth running of the Academy by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including portering, cleaning and maintenance.

### **Roles and Responsibilities**

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 post holder.

### **Security and supervision**

- To 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).
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Dealing with enquiries from officers and employees of the Local Authority, workers and contractors and, where appropriate, advising the Senior Caretaker of their presence.
- Attempting to prevent unauthorised access onto the Academy premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established Academy procedures and the Code of Practice No. 32(S) Managing Violence in Schools).

### **Caretaking and Maintenance**

- Undertaking 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 and Safety requirements.
- Washing and cleaning of diffusers and replacing bulbs/tubes. *(If this involves work at a high level – comments relating to equipment apply detailed above.)*
- Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the Premises supervisor
- Drawing the attention of the appropriate authorities via the Premises Supervisor to any repairs or maintenance work required at the premises which is beyond the competence of the caretaking staff.

- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the post holder including:-
  1. plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc;
  2. redecoration as appropriate
  3. plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings;
  4. fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc;
  5. glazing and work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external locks. Note: Specialist contractors would be used for repairs to large window panes or double glazed units or window 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
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution.
- Dispatching laundry, goods, materials etc.
- Ensuring that adequate supplies of cleaning materials and other supplies are available and held securely.
- Operating 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
- Ensuring that all caretaking and cleaning equipment is held securely and is in a safe and working condition and arranging for repair as appropriate
- Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries, automatic pumps and areas subject to flooding
- Carrying out Academy based procedures in the event of fire, flood, breaking and entering, accident or major damage.

### **Other Duties**

- Testing portable electrical equipment if trained and accredited to do so.
- Planning of own workload and assisting with the planning and allocation of duties/hours of work for cleaning staff.
- Instructing cleaning (and assistant caretaking staff) in all aspects of their work.
- Undertaking letting and related duties as appropriate in accordance with agreement.
- Preparing the Academy premises and site for out of Academy activities
- Completing claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs

### **General**

- At all times to carry out the duties in accordance with Academy-based policies and Health and 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 Executive Headteacher and Governing Body.
- The duties assigned by the Executive Headteacher and Governing Body will be compatible with the post held and may vary depending on the operational needs of the Academies.

## PERSON SPECIFICATION

Experience:	Experience of working in a school or similar environment (D) General building experience (D) Flexibility and sensitivity to the needs of a wide range of users of the Academy (D) Knowledge of efficient cleaning methods and materials (D) Evidence of success in completing handyperson or DIY tasks (paid or unpaid) (D) Awareness of the main requirements of health and safety legislation and good practice relevant to the duties of the post. (D) Basic First Aid skills (D)
Knowledge & Skills:	Communication skills (E) Knowledge of school environment (D) Understanding & Commitment to equal opportunities issues within the workplace(E) Understanding of Health and Safety responsibilities (E) Sympathy to the ethos of an Academy (D)
Attributes:	Calm approach (E) Cheerful (E) Flexible, especially in respect of the working hours as shift work will be required (E) Welcoming (E) Willingness to undertake suitable training (E) Confidentiality (E)

### Key:

- (E) = Essential  
(D) = Desirable



## Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please telephone or email our Academy Support Manager Lisa Church on 01268498710 or email [recruitment@basildonacademies.org.uk](mailto:recruitment@basildonacademies.org.uk)
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- iv. Send your completed application form by email (if downloaded from our website) or through the post to:

[recruitment@basildonacademies.org.uk](mailto:recruitment@basildonacademies.org.uk)

Ms Lisa Church  
Academy Support Manager  
The Basildon Academies  
Wickford Avenue  
Pitsea, Basildon  
Essex, SS13 3HL

## Appointment Process

- i. Suitable applications will be shortlisted for interview (as quickly as possible)
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

The Basildon Academies are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process or to do the job itself.

## Pre-employment Checks

The Basildon Academies is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

### **Equal Opportunities**

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

### **Recruitment monitoring information**

The Basildon Academies are committed to ensuring that applicants are selected for appointment on the basis of their ability relevant to the job. Completion of the Recruitment monitoring information form is not compulsory but will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short listing panel.

The Basildon Academies are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.



