



RECRUITMENT PACK

CARETAKER

Resilience, Excellence, Respect



Colchester Academy

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Essex

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Dear Applicant

Thank you for your interest in working at Colchester Academy. I hope you will be encouraged to apply for what we consider to be a challenging and rewarding position.

Here at Colchester Academy, we strive to ensure that our young people receive the very best education, realise their full potential and are prepared to become responsible and successful citizens. Together we have an unrelenting focus on the individual and create a culture where we develop students' character, with absolute commitment, giving our young people the currency they need for their future.

Colchester Academy is a secondary school located in the heart of Colchester, Essex, and is graded 'GOOD' by OFSTED (2018 and 2023). Part of a local Academy Chain, Penrose Learning Trust, this is an incredibly exciting time for us to appoint someone who is hard working, has high levels of integrity, can lead a team to greatness and passionately believes in the power of education to change lives.

We offer a positive and supportive workplace where staff go the extra mile, for students and for each other. A place where we provide excellent opportunities for career progression and advancement, and where the culture is one of equity and fairness built on relationships developed out of mutual trust and respect.

Colchester Academy is an outward facing research based school, with pedagogy firmly rooted in the Principles of Instruction and a knowledge rich curriculum. We are looking to appoint someone intent upon driving up standards, delivering excellent teaching and inspiring the same in others, and helping lead the school towards excellence.

We can promise you unswerving dedication from a talented group of staff who believe passionately in giving the very best opportunities to all of the young people within our community, both inside the classroom and beyond, to enrich their education with many and varied opportunities.

Please look through the application pack, our website or even come and visit us, to see for yourself what Colchester Academy can offer you.

If you have any questions or would like to visit the Academy, please contact Michelle Robinson, HR Officer on 01206 878878 or email mrobinson@colchesteracademy.org.uk

Yours faithfully,

Mrs J Betts
Principal

Job Description



Caretaker

Reports to:	Site Manager
Salary/Grade:	Scale 3 point 4
Hours/Weeks	37 hours per week, 52 weeks per year
Job Purpose:	To contribute to the smooth running of the Academy by carrying out a range of site duties including security and supervision of the site and related equipment, and other facilities maintenance duties; including repairs, maintenance, portage and cleaning

Main Duties:

Health and Safety

- To assist the Site Manager with various Health & Safety tests and inspections, as required, including risk assessments.
- To identify and report all site defects that may constitute a risk to students, staff or visitors.
- To ensure windows are kept clean throughout working hours and to report any scratches or imperfections to the Site Manager for review.
- Snow clearance to main routes of access as far as reasonably practicable and to maintain stock of grit/salt to ensure the Academy has supplies all year round.
- To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace.

Security

- To act as key holder and to carry out security procedures for Academy buildings & grounds.
- To conduct the routine and non-routine opening/closing of premises and grounds, inspecting site for vandalism of items requiring building maintenance, security of all doors and windows and checking cleaning standards.
- To check all access controlled gates and doors around site for full functionality each morning and evening to

Job Description

ensure the site and occupants are safe and secure.

- To monitor and inspect/ maintain the CCTV system, as and when necessary.
- To respond to calls outside normal working hours as a result of break-ins and/or the setting off of the burglar alarms.
- To attempt to prevent unauthorised access onto the Academy premises or grounds.
- To perform Academy procedures in the event of fire, flood, breaking and entering, accident or major damage.

Caretaking and Maintenance

- To 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 washer etc;
- redecoration as appropriate, plastering work such as repairing cracked or broken plaster, making good damaged walls eg: following the removal of 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.
- To take emergency action to minimise the effects resulting from burst pipes, vandalism, fire damage, work on site, etc. prior to repair or remedial work being undertaken by specialist agencies and to monitor and protect the facilities until secure.
- To ensure Academy site is litter/gum/stain free as far as reasonably practicable throughout working patterns ensuring all outside bins are monitored and emptied as necessary and the main bin compound is free from obstruction and visibly tidy to persons passing.
- To ensure all drains and gullies are free-flowing.
- To wash and clean diffusers and replace bulbs/ tubes.
- To take receipt of deliveries to the Academy and to distribute to required areas around the building.
- To move furniture and fittings as and when necessary in compliance with manual handling regulations.
- To ensure exam desks are laid out and put away as required by the Examinations Officer or as directed by the Site Manager

Other Duties

- Such other duties relating to the use of the premises and site as may be necessary from time to time
- Occasional working at other Trust sites may be necessary during key times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with your line manager

Job Description

Professional Behaviour

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.
- To be friendly, helpful and welcoming to parents/carers and others visiting or making contact with the Trust.
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the Trust.
- To maintain an appropriate and professional distance with students in more informal situations.
- To celebrate and praise the achievements of staff and students.
- To deal with everyone in the Trust community in a manner which conveys mutual respect.
- Not to behave towards anyone in the Trust community in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.

Miscellaneous

- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the Trust's Health & Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times.
- To show a record of excellent attendance and punctuality.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

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

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.