

APPOINTMENT OF SITE CARETAKER

CONTEXTUAL INFORMATION

Stratford upon Avon School is a large successful school with a student roll of about 1750, and with capacity to grow further. As a result of restructuring the Site and Lettings teams we wish to recruit a colleague to help the school continue its excellent progress and development of the school site.

The Caretaker/Site Supervisor will join an existing team to undertake the site supervisory operational duties on a daily basis.

The site supervisor team will cover 7 days a week, on a 3-week shift pattern, supported in the evenings by the Lettings and Events Administrator. Shift patterns include an early, mid and late shift with the mid shift flexible Monday to Wednesday to support operational needs e.g. exam desk set up, parents evening etc and flex to cover absence and annual leave. No mid shift Friday required due to earlier closing in the evening. More details of working hours, unsocial hours and holiday arrangements are detailed within appendix 2 of the job description.

Site supervisors will be required to be around the site during break and lunchtimes to provide additional duty cover.

The Facilities Team consists of the following:

- Facilities Manager
- 3 Site Supervisors (Caretakers)
- Assistant Caretaker – Grounds, Full Time
- Assistant Caretaker/Cleaner, Full time
- Cleaning Supervisor, Part Time
- 10 Cleaning Operatives, Part Time

The Caretaker/Site Supervisor should be a good communicator and have the ability to liaise with people in a warm and welcoming manner and demonstrate the ability to build rapport and interact with people at all levels, including students, fellow colleagues, parents and visitors.

They will be self-motivated and able to work independently seeking sound sustainable conclusions to problems that arise. Having DIY skills such as decorating, minor plumbing and carpentry skills will also add to the team's diverse knowledge in school maintenance and development.

The Site Supervisor team will have a clear presence in and around the school facilities and are expected to have the ability to respond to the needs of our customers and the facilities themselves both proactively and reactively.

Resources

Our superb school building and grounds opened in 2002, incorporating all weather sports pitches and athletics track, together with a full range of both specialist and non-specialist classrooms, meet the needs of our 21st century students during school hours and are available for hire by the community out of school hours. Providing a first-class service and maintaining our facilities is very important to us.

Warwickshire County Council are financing a **£12.8million the expansion of the school** over the next few years, increasing our capacity to approximately 2,050 students. There are 3 elements to this exciting news:

- The extension of the school Hall, kitchen and dining facilities (completed Nov 2021).
- The acquisition and development of the adjoining College car park to provide additional space (hopefully operational summer 2023)
- Provision of additional teaching spaces by extending the front of the main school (hopefully operational Sept 2024)

Grading of the Post

The pay system in operation uses a banding system, and this post is aligned to Band F representing the job weight of the post.

Payment is made monthly at the end of the calendar month direct into a nominated bank or building society account. Cost of living rises are awarded for all staff on or around 1st April each year, except during national wage freezes. Increments until the top of the scale for the post has been reached are automatic each April, as long as a minimum of six months has been completed by the time of the first increment. For example, if starting in September, the increment would be paid the following April, but if starting on 1st December, the first increment would not be paid until six months had elapsed, that is on 1st June.

Induction and Professional Development

An induction programme will be developed for the successful applicant and a programme of support and training will be given. After the induction period, a planned professional development programme will be agreed, linked to the competency-based performance review system, which is carried out in school for all staff.

The Organisation of Staff at Stratford upon Avon School

There are about 210 staff employed at our school, with approximately half of these being support staff.

We aim to be a cohesive, inclusive workforce, and we operate in a professional environment of respect, with the overriding purpose for every post in the school being to support the learning of our students.

We take seriously the wellbeing of our staff and believe that everyone has a vital contribution to make towards the life and vibrancy of the school. We operate a wellbeing programme; all staff have the opportunity to be involved in school improvement activities, and to contribute to student development through co-tutoring, mentoring and other areas appropriate to their role and expertise. Other opportunities involve running extra-curricular clubs, accompanying school trips, leading an assembly, getting involved in sport (e.g. staff football or cycling), and participating in staff social events.

Start Date

It is anticipated that the successful candidate will be able to start during as soon as possible. However, we will always appoint the individual whom we believe to be the best person for the job, and if there is a delay whilst extended notice is worked, then that is accepted.

Interviews

Interviews are likely to be held within two weeks of the closing date.

Stratford-upon-Avon School is a friendly school, with high expectations for the attainment and behaviour of our students, and with a supportive ethos for all staff.

We hope you find this opportunity of interest, and we look forward to receiving your completed application form. Meanwhile if you have any questions or queries about the post, please contact me at the school, telephone 01789 268051.

Mike Clarke
Facilities Manager
May 2023