



SIDMOUTH COLLEGE

Caretaker



believe • inspire • succeed

Welcome to Sidmouth College

Dear Applicant

Thank you for your interest in the post of Caretaker at Sidmouth College. The College currently has 872 students on roll of whom 119 are in the Sixth Form. The majority of our students are drawn from four local feeder schools, in Sidmouth, Sidbury, Newton Poppleford and Branscombe. The College is in a beautiful setting within the Sid Valley and the East Devon area of outstanding natural beauty.

Our vision is for vibrant and inspirational teaching that raises aspirations; challenges and engages, and prepares every student for lifelong learning. At Sidmouth College learners *believe* they can *succeed*, teachers *inspire* and everyone strives to be the best that they can be.

The College buildings sit within an attractive 13 acre campus and staff take every opportunity to make use of the natural environment on our doorstep to support students' learning and creativity. The vast majority of our 1960s buildings have now been replaced with modern, state of the art facilities, including classrooms, technology workshops and seven new Science laboratories and preparation facilities which create a fantastic modern learning environment.

We were delighted to once again be judged as Good in the most recent Ofsted report in May 2022, which recognised our continuous improvement in achieving positive outcomes for all students.

The enclosed job description outlines the responsibilities of the role .

If you have any questions please contact the Premises Manager, Andy Cross, on 01395 514823 or across@sidmouthcollege.devon.sch.uk

Yours faithfully



Mrs S Parsons
Principal



Introduction

Sidmouth College is a thriving 11-18 community college located in the Devon countryside.

At Sidmouth College the individual is right at the heart of what we do. Students achieve academic success, develop their creativity, excel on the sports field and encounter a multitude of new experiences in a safe and enjoyable environment, encouraged by a team of dedicated and highly experienced professionals. At Sidmouth College we believe that the vibrant learning community, coupled with a culture of high standards and expectations, brings out the very best in every student and establishes abundant possibilities for their future.

Our Ethos—Believe, Inspire, Succeed

- Every learner believes and succeeds in fulfilling their potential and is inspired to lead a happy, healthy and successful life within a challenging and rapidly changing world.
- All learners have access to inspirational teaching that leads to outstanding learning and achievements which continues beyond the classroom.
- All learners have access to a high quality, relevant and appropriate curriculum that fully meets their needs and supports an engaging and inspiring learning experience.
- We inspire learners to believe in the contribution they can make to their learning, the College and the wider community. Learners take responsibility and develop resilience throughout their learning journey with clear support and guidance.
- All levels of leadership are focused on providing a vision, direction and culture in which all are inspired to believe and succeed.

A caring and supportive community

Care, guidance and support are strengths of the College. Students are organised in vertical tutor groups led by a tutor who monitors academic progress, student well-being and student development. Each tutor group is in one of four Houses - Drake, Grenville, Raleigh and Scott. The tutor group meets at the beginning of each day for registration, support and guidance.

The team of tutors is led by a Head of House who maintains a close overview of the work and wellbeing of the students. In addition, the School Counsellor and the Student Development Centre/pastoral team make a valuable contribution.

A stimulating and exciting learning journey

Learning is an adventure to be enjoyed; a journey that stretches, challenges and opens minds. Our stimulating and engaging curriculum delivers exciting opportunities in the classroom and beyond. Our overarching aim is to provide our young people with the skills and qualifications they need to become happy, successful adults with a passion for lifelong learning. Our Key Stage 3 programme aims to raise the ambitions of all students; developing knowledge, skills and understanding and promoting confidence in their abilities. At Key Stage 3 we ensure students experience learning in a wide range of subjects, including the Arts, Technology, Computer Science and Modern Foreign Languages.

In Key Stage 4 students have the opportunity to study a range of personalised pathways, designed to support their individual talents and interests and maximise their achievement and success. At Key Stage 4 all students study a core curriculum of English Language and English Literature, Maths, Chemistry, Physics, Biology, PE and RE in addition to three option subjects.

At Key Stage 5 we offer a wide range of A Level qualifications and the vast majority of students choose three linear subjects, with some choosing to study four.



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Appointment Information

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Sidmouth College is seeking to appoint an enthusiastic, flexible and motivated Caretaker to join our Premises Team as soon as possible. Following the completion of the new build and demolition, this is an exciting opportunity to join the College to be instrumental in maintaining and improving the facilities.

The post holder will work under the guidance of the College's Premises Manager and Business and Operations Lead and alongside the caretaking team.

Experience of working in a maintenance/caretaking role is desirable but not essential.

An aptitude and enjoyment of practical work is at the core of this position.

Hours of work are 37 hours per week, all year round, worked over five days during the afternoon and evening.

Current shift patterns during term time are:

Monday & Tuesday 12-8pm,

Wednesday & Thursday 1-9pm

Friday 12.30-8pm

School Holidays: 8.30am-4.30pm

There may be some flexibility in hours for the right candidate.

Variable shift patterns may occasionally be required to cover the College opening hours of 07:30 to 22:00 Monday—Thursday and 07:30 to 21:30 Friday term-time and 10am-6pm during College holidays, all year round and occasional weekend work.

If you feel that you have the required expertise and aptitude to take on this interesting and varied role, we would love to receive an application from you.

More information about this role can be found in the following job description and person specification.

Application Process

The closing date for applications is Monday 20th May 2024 at 12.00noon.

Interviews will be held on Wednesday 22nd May 2024.

For an informal discussion please contact Andy Cross, Premises Manager 01395 514823.

Full details and to apply visit: [Ted Wragg Multi-Academy Trust - Vacancies \(tedwraggtrust.co.uk\)](https://tedwraggtrust.co.uk)

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a number of safeguarding checks including an enhanced DBS check. A copy of our safeguarding policy can be found here: [Safeguarding](#). This role falls under KCSIE regulated activities and, as such, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children. Please ensure you read and understand our Privacy Notice, which can be found on our website, before applying. We make appointments in accordance with our Recruitment and Selection Policy.

Sidmouth College is an equal opportunities employer.



Caretaker Job Description

Post: Caretaker
Scale: Grade D— £24,702-£27,334 per annum (pay award pending)
Hours of work: 37 hours per week for 52 weeks per annum
Responsible to: Business & Operations Lead through the Premises Manager

Job purpose including main duties and responsibilities:

To work as part of the Premises Team to provide a good standard of maintenance and custodial services throughout all parts of the College premises and grounds in accordance with the general direction of the Principal, Business and Operations Lead and Premises Manager. The post holder is expected to be sympathetic towards the ethos of the College, and enable the Trust to realise its mission to “Transform lives, strengthen communities and make the world a better place” by enabling excellent educational experiences by providing well maintained schools and facilities.

Working Time:

Hours of work are 37 hours per week, worked over five days during the afternoon and evening.

Current shift patterns during term time are:

Monday & Tuesday 12-8pm,
Wednesday & Thursday 1-9pm
Friday 12.30-8pm
School Holidays: 8.30am-4.30pm

There may be some flexibility in hours for the right candidate.

Variable shift patterns may occasionally be required to cover the College opening hours of 07:30 to 22:00 Monday—Thursday and 07:30 to 21:30 Friday term-time and 10am-6pm during College holidays, all year round and occasional weekend work.

Some adjustments to shift patterns may be required to support school requirements, external lettings, College productions, exam periods etc. and to cover for premises staff absence

Holiday entitlement (23 days per full leave year plus 3 statutory days at Christmas and bank holidays) which should primarily be taken in College holiday time, but requests for annual leave during term time will be considered by the Principal.

Your Responsibilities

- Maintaining clean, safe and secure school premises, which includes building and grounds
- Respond to defect reports and carry out routine maintenance, refurbishment and minor repairs
- Ensure that all plant and equipment is maintained
- Carry out and record health and safety checks, communicating any issues
- Communicate all premises and health and safety issues in an appropriate and timely manner
- Maintain the security of the school premises
- Support grounds maintenance work



Caretaker Job Description Contd...

Grading Criteria

- Provide on the job training for colleagues and oversee quality of work
- Establish the best course of action using a range of recognised procedures
- Use readily available information or assistance to resolve issues where the outcome may not be straightforward
- Undertake work carried out within clearly defined rules and make decisions from a range of established options
- Make decisions which have a material effect on internal operations of their own or other departments
- Responsible for the proper use and safekeeping of hand tools, small items of equipment and low-cost materials
- Work where tasks are interchanged but the program is not normally interrupted
- Work requiring substantial physical effort with short periods of intense physical effort; or normal physical effort regularly in awkward postures
- Work may be outside or inside but with exposure to moderate noise, heat or difficult conditions
- Potential risk to personal safety due to contact with clients
- Has practical skills in a specific area



Person Specification

Qualifications	<ul style="list-style-type: none"> A-Level/Level 3 qualification in a relevant discipline or an equivalent level of knowledge and experience in building maintenance. 	Essential
Experience	<ul style="list-style-type: none"> Experience of working in a relevant discipline 	Essential
	<ul style="list-style-type: none"> Experience of working in an educational setting 	Desirable
Key skills	<ul style="list-style-type: none"> Maintain confidentiality and adhere to Data Protection regulations at all times 	Essential
	<ul style="list-style-type: none"> Good knowledge of health and safety 	Essential
	<ul style="list-style-type: none"> Excellent organisational skills 	Essential
	<ul style="list-style-type: none"> Basic DIY skills 	Essential
	<ul style="list-style-type: none"> Able to use own initiative 	Essential
	<ul style="list-style-type: none"> Excellent team player 	Essential
	<ul style="list-style-type: none"> Able to fulfil all aspects of the role with confidence and fluency in English 	Essential
Values	<ul style="list-style-type: none"> Ambitious: works hard, has the highest standards and is positive for the future. 	Essential
	<ul style="list-style-type: none"> Selfless: is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities. 	Essential
	<ul style="list-style-type: none"> Collaborative: builds strong relationships and networks. 	Essential

