



# 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 Business Manager, Amanda Blackmore, on 01395 514823 or [ablackmore@sidmouthcollege.devon.sch.uk](mailto:ablackmore@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.



*believe • inspire • succeed*

# Appointment Information

## Appointment Information

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 Manager 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. **Please see the job description included in this pack for more information.**

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

Current shift patterns are Monday & Tuesday – 12-8pm, Wednesday & Thursday 1-9pm and Friday 12.30-8pm. However variable shift patterns may 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.

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 15th April 2024 at 12.00noon**

For an informal discussion please contact Amanda Blackmore, Business 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—Permanent from February 2024

**Scale:** Grade D— £24,702 per annum

**Hours of work:** 37 hours per week for 52 weeks per annum

**Responsible to:** Business Manager 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 Manager and Premises Manager. The post holder is expected to be sympathetic towards the ethos of the College, its staff and students, and other users of the College; to promote the good name of the College; and to carry out their duties accordingly.

## **Working Time:**

Term Time: Current shift patterns are Monday & Tuesday – 12-8pm, Wednesday & Thursday 1-9pm and Friday 12.30-8pm. However variable shift patterns may 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 will include some weekend shift work.

College holidays: 10:00 to 18:00 Monday to Thursday, 10:00 to 17:30 Friday with some flexibility to support contractor work (half an hour unpaid meal break to be taken at an agreed time to be taken on site)

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 (21 days per full leave year) should primarily be taken in College holiday time, but requests for annual leave during term time will be considered by the Principal.

## **Main Duties**

### **Site Security:**

To include:

- Monitoring the security of all parts of the site and reporting any breaches or damage on the site;
- Opening and closing the College or specific parts of it as required (when lettings are outside of normal working hours, time will be paid at the appropriate rate);
- Assisting designated Safeguarding Officers when security arrangements have been breached;
- Ensuring that parking on the College site is confined to designated areas;
- Responding to emergency call-outs when necessary (attendance at the premises for these purposes outside of normal working hours will be paid for at the appropriate rate) and attending to emergency repairs and vandalism;
- Cooperating with the Premises Manager and other responsible staff to ensure all security and related procedures are being followed.



# Caretaker Job Description Contd...

## **Maintenance:**

To include:

- Carrying out maintenance tasks within the scope of agreed competencies as required;
- Checking for and making safe any damage and dealing with graffiti and vandalism;
- Minor repairs to fixtures and fittings;
- Routine minor electrical tasks such as replacing lamps, plugs and fuses;
- Routine minor plumbing tasks such as clearing blocked drains/traps/sinks/toilets and dealing with small water leaks;
- Responding to emergency call-outs and attending to emergency repairs and vandalism when necessary;
- Painting and decorating;
- Identifying needs relating to the buildings and grounds, reporting them to the Premises Manager and contributing to a programme of works to address such needs which will involve working with other staff on larger tasks which may include carpentry, construction, concreting, plastering, flooring etc.

## **Maintenance of Grounds:**

- Assist the Grounds Maintenance Caretaker where necessary, this may involve mowing, cutting foliage, digging, weeding, planting,
- maintenance of PE play areas, setting up/dismantling goals etc;
- Clearing pathways, drives, steps etc to keep safe;
- Clearing and picking up litter to ensure that the site is litter free at all times and conforms to environmental regulations

## **Cleaning internally and externally:**

- Support the Premises Manager to ensure that the standard of cleaning undertaken is to the standard required by the College, and report any deficiencies;
- Undertake routine cleaning tasks of designated areas when necessary and cover any cleaner absence;
- Working with others to clean external areas and facades;
- Dealing with spillages and emergency cleaning in a timely and appropriate manner;
- Working with others to undertake high level cleaning tasks.

## **Replenish Consumables:**

- Checking toilets and washrooms as necessary, replenishing toilet paper, soap, sanitiser, paper towels etc as appropriate;
- Cooperating with other caretakers to ensure that the cleaners and caretakers' store cupboards have adequate supplies of bin bags, toilet rolls, cleaning materials etc, check stock levels of all supplies;
- Being proactive to ensure that adequate stocks of lamps, fuses, and other spares are maintained.

## **Health & Safety:**

To include:

- Maintain a knowledge of safe working practices, procedures and policies relating to Health & Safety;
- Follow agreed procedures and College policies whilst working;
- Ensure that all relevant regulations are complied with in relation to Health & Safety and associated areas;
- Report any defects and/or breaches of policy to the Premises Manager;
- Undertake or review risk assessments as appropriate for tasks being performed;
- Being aware at all times of the need to ensure the safety and wellbeing of students and all College staff;



# Caretaker Job Description Contd...

## **Environmental:**

To include:

- Checking heating and lighting to achieve maximum efficiency;
- Ensuring lights are switched off and doors/windows closed whenever possible in order to conserve energy (acknowledging Covid ventilation requirements);
- Ensuring that waste is disposed of correctly and that recycling takes place where possible;
- Work with other staff on specified environmental projects.

## **Manual Handling:**

To include:

- Portorage of furniture and equipment as required including taking items delivered to the College to the intended recipient;
- Set up of rooms for events, meetings, exams and other events;
- Assisting departmental staff to move other items as necessary;
- Waste disposal.

## **Testing and Reporting:**

To include:

- Undertake regular testing of key systems and equipment such as fire alarms, emergency lighting etc;
- Reading meters and recording the data as appropriate;
- Undertaking periodic safety walk-round checks;
- Participating in the regular testing of Portable Appliances and other specific items according to competency and training;
- Assisting the Premises manager with the completion of forms, returns and other reporting tasks.

## **Personal Development:**

To include:

- Participation in any training necessary to carry out the duties of the post;
- Satisfactory performance in in-house 'tool-box talks' and other awareness sessions;
- Engaging in Safeguarding Training and maintain knowledge and awareness of College procedures and policies;
- Reading briefing notes and other items relevant to the position as and when they are supplied.

This Job Description outlines the duties required of this post to indicate the level of commitment and responsibility expected of the Caretaker. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.



# Person Specification

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Management		<ul style="list-style-type: none"> <li>• Experience of supervision of staff</li> </ul>	Application Form At Interview
Experience	<ul style="list-style-type: none"> <li>• An understanding of basic maintenance work.</li> <li>• Understanding of security</li> <li>• Knowledge of relevant Health and Safety Legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school</li> </ul>	Application Form At Interview
Practical Skills/ Abilities	<ul style="list-style-type: none"> <li>• Able to organise, prioritise and complete tasks efficiently</li> <li>• Able to plan programmes of maintenance improvements up to several weeks ahead.</li> <li>• Able to problem solve and use initiative</li> <li>• Ability to complete all paperwork /electronic files in relation to the post, including the use of the internet for resources/research etc</li> <li>• Handy person skills</li> <li>• Knowledge of moving and handling procedures.</li> <li>• Knowledge of cleaning procedures required to meet specified standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Trade or specific Skills</li> <li>• Experience in using workshop machinery</li> </ul>	Application Form At Interview
Communication	<ul style="list-style-type: none"> <li>• Ability to ensure effective cascading of information</li> <li>• Ability to communicate with a wide range of people</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use walkie-talkie</li> </ul>	Application Form At Interview
Personal Qualities	<ul style="list-style-type: none"> <li>• Able to act as part of a team</li> <li>• Ability to develop and maintain good relationships with colleagues.</li> <li>• Flexible attitude, able to respond to emergency call-outs and any other extra work requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Full, clean driving licence</li> <li>• Access to a vehicle (car/van)</li> </ul>	At Interview



# Person Specification

Technology / IT Skills	<ul style="list-style-type: none"> <li>• Be able to access systems and keep records up to date.</li> <li>• Be competent in using email and electronic records</li> </ul>		Application Form At Interview
Education and Training	<ul style="list-style-type: none"> <li>• COSHH, Manual Handling, Working at Height, Health and Safety Training.</li> <li>• Willingness to undertake training.</li> </ul>	<ul style="list-style-type: none"> <li>• Asbestos and legionella awareness</li> </ul>	Application Form At Interview
Equal Opportunities	<ul style="list-style-type: none"> <li>• Devon County Council and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties</li> </ul>		At Interview
Physical	<ul style="list-style-type: none"> <li>• Able to carry out the duties of the post with reasonable adjustments where necessary</li> </ul>		Pre-Employment Health Assessment
Other relevant factors	<ul style="list-style-type: none"> <li>• Commit and conform to DCC Standards</li> <li>• To be helpful and support staff in school where appropriate.</li> <li>• Willingness to participate in development opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of new build snagging</li> <li>• Environmental legislation and good practice</li> <li>• Willingness to recycle/upcycle and reimagine</li> </ul>	Application Form At Interview

