



**BELMONT
GROSVENOR
SCHOOL**



Appointment of:

Caretaker's Assistant

Immediate start

www.belmontgrosvenor.co.uk



The Position

We are seeking to appoint a new member to our school's maintenance team, after the retirement of our caretaker's assistant. We hope to find a suitable candidate to start as soon as possible, however we are willing to wait for the best person possible. In the application pack, you will find out more about the school and the roles and responsibilities of the position.

The School

Belmont Grosvenor School is an independent prep school and nursery for children from three months to 11 years, located in the beautiful Yorkshire Dales on the outskirts of Harrogate (10 minute drive). Set in 20 acres of stunning grounds overlooking the Nidd Valley, Belmont Grosvenor is a truly magical place.

Vision: *To nurture and challenge children to make outstanding progress in all that they try, 'building strong foundations to thrive in our ever-changing world'*

Values:

Down To Earth: *We are warm and friendly and make everyone feel welcome*

Ambitious: *We have big dreams and we are determined to achieve them*

Nurturing: *We are supportive and caring to the world around us*

Resilient: *We embrace changes, seize opportunities and enjoy taking risks*

Inclusive: *We celebrate individuality and respect everyone for who they are*

Joyful: *We cherish childhood and make every day fun. We inspire a lasting love of learning*





Package and Benefits

Start date: ASAP (to be negotiated)

Location: Belmont Grosvenor School – Magic Tree Nursery, Birstwith, North Yorkshire, HG3 2JG

Status: 30 hours contract, permanent

Shift patterns: To alternate with the caretaker. Either 7am to 1pm, or 12pm to 6pm (different shift patterns during non-term time)

Responsible to: Caretaker, School Business Manager, Headteacher

Salary: Dependent on qualifications and experience

Pension: NEST pension scheme

Holiday: 28 days paid annual leave plus bank and public holidays

Additional Benefits Include:

- An excellent working environment in the beautiful, extensive grounds
- Professional Development and Training opportunities
- Free school meals and private parking
- A friendly and supportive staff team with frequent social events



Full Job Description – Caretaker's Assistant



RESPONSIBLE TO: Caretaker / School Business Manager / Headteacher

RESPONSIBLE FOR: General Caretaking duties

JOB PURPOSE; Responsible for supporting the Caretaker in ensuring and promoting the security, maintenance, caretaking, cleaning standards and general well-being of the school.

DUTIES INCLUDE:

- In the absence of the Caretaker to ensure that the school is open and closed at the designated time
- Security of the school's buildings and grounds
- Daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work, including the swimming building
- Maintain the grounds in a clean and tidy condition, including sweeping and clearing litter and leaves from all areas of the school, internally and externally, paths, playground areas, cutting back plant growth etc
- Preparations for inclement weather, including gritting and snow removal to ensure safe access and egress for all personnel on the site.
- Sports field preparation
- Operation of the school's heating plant and other machinery
- General portage duties including movement of furniture and equipment within the school, moving of deliveries
- Handyperson duties which may include minor repairs to furniture and fixtures and non specialist decorating tasks, also minor/simple repairs not requiring a contractor e.g. changing light bulbs, unblocking drains, basic plumbing etc
- Light gardening duties
- Deputise for the caretaker when required.
- Monitoring / complying with risk assessments
- Complying with all Safeguarding procedures and other school policies
- The above list is not exhaustive, all other additional duties that you may from time to time be required to undertake to meet the needs of the School.

PERSON SPECIFICATION

The successful candidate must have the following skills and abilities:

- Good DIY skills
- Honesty and reliability
- The ability to work as part of a team and communicate with staff at all levels
- Ability to also work alone with self-motivation and ability to use initiative
- Good working knowledge of Health and Safety, within your role and a wider understanding of Health and Safety law and safe working practices.
- The ability to deal with changing priorities and to remain calm in an emergency
- Ability to prioritise work and enjoy a varied routine
- Basic cleaning/maintenance skills
- Be able and willing to take on necessary training
- Be able to keep accurate written records when required
- Able to follow work plans through using time effectively, good organisational ability
- Contribute to the overall ethos, work and aims of the School
- Fit to carry out the physical demands of the job
- Good understanding of spoken and written English

This is not a comprehensive definition of the post. The postholder will be expected to undertake any work that comes within the remit of the post's main duties and responsibilities. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

Information for Applicants

Safeguarding:

Belmont Grosvenor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prospective staff should read the School's Safeguarding Policy, Staff Code of Conduct, Recruitment Policy and Keeping Children Safe in Education guidance, which are available on our website or in hard copy from the School Office. All shortlisted candidates will be required to complete a 'Suitability to Work with Children: Self Declaration form'. This form must be completed, signed and returned to the School Business Manager prior to the interview taking place. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Equal Opportunities:

Belmont Grosvenor School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (ie. skills, qualifications, experience) in selection and recruitment.

How to Apply:

Please complete an Application Form (available for download from our website) and submit this as soon as possible. CVs will not be accepted in substitution for completed Application Forms. Please also submit completed Equal Opportunities and Staff Disqualifications Declaration Forms (on our website).

Applications will be considered in the order in which they are received, and the School reserves the right to make an appointment prior to the closing date should the ideal candidate(s) be identified.

Applications should be sent by email to Caroline Garnham, PA to the Headmaster. Email: admin@belmontgrosvenor.co.uk

Belmont Grosvenor School is committed to ensuring that the personal data of applicants and employees is protected. The School's Privacy Notice is available on our website and our Recruitment Policy sets out how the School uses and protects any personally identifiable information that is collected as part of the recruitment process.



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