

Robertsbridge Community College, Part of Aquinas

www.robertsbridge.org.uk

www.aquinastrust.org

Application Pack

Caretaker

£25,994 - £26,835.00 p.a.

Required: ASAP



Robertsbridge
Community College

Caretaker

Robertsbridge Community College is seeking to appoint an enthusiastic, energetic and adaptable Caretaker to join our highly-motivated team at an exciting time in the school's growth. The Caretaker will be responsible on behalf of the Headteacher for the Health and Safety of the site and security of the school premises and will need to maintain any machinery or plant within the school, maintain the internal and external fabric of the school premises as a safe and secure working environment.

Our ideal candidate will have:

- A flexible attitude;
- Good communication skills;
- A friendly and outgoing personality;
- The ability to learn to undertake new tasks.
- The ability to work effectively and supportively as a member of the school team.
- Good time management skills and the ability to prioritise tasks;
- Has experience of carrying out basic DIY tasks / general building maintenance works (Essential);
- Relevant qualifications and/or experience in specialist building maintenance work in one or more areas e.g. carpentry, plastering, glazing, plumbing, electricity etc.
- Able to follow and give clear instructions;
- Experience of a similar background desirable but not essential.

In return, we offer:

- A happy community committed to the professional development of all colleagues.
- A distinctive local context ensuring we place inclusivity at the heart of all we do.
- A skilled and experienced team of teachers and other professionals.
- A motivated leadership team leading rapid improvement to the students' life chances.
- A college in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit to our school prior to application.

Robertsbridge Community College is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.



Robertsbridge
Community College

THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description. All sections of the form should be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form. A signed copy of your application form will be required prior to interview.

- Closing date for applications: **9.00 am, Monday 31 March 2025**

We reserve the right to interview and appoint at any stage during the recruitment process.

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained. All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

INTERVIEWS

Candidates will be invited for interview.

- Interviews and task activities **w/c 31 March 2025**

APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence: **ASAP**

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to hstedman@robertsbridge.org.uk. Alternatively, submit your application to the HR Officer, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

Robertsbridge Community College is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



Robertsbridge
Community College

OVERVIEW

DETAILS

Job Title:	Caretaker
Grade:	SS6 £25,994 - £26,835.00 p.a.
Hours:	37 hours per week (Shift patterns* + occasional weekends) <i>*Shift Pattern (Monday to Friday): 6.30 am to 2.30 pm (2.00 pm Friday) or 11.30 am to 7.30 pm (7.00 pm Friday) – alternate weeks 8.00 am – 4.00 pm during school holiday periods</i>
Weeks:	52 weeks per year
Accountable to:	Premises Manager

THE COLLEGE

Robertsbridge Community College is a happy, welcoming and inclusive 11-16 school situated within a thriving village in a beautiful part of East Sussex.

Since March 2025, **Robertsbridge Community College** has been part of the **Aquinas CE Education Trust** - an educational trust of eleven schools in the south-east; we believe our students will benefit enormously from our shared ambition to excel. We are proud to be working together with Aquinas to build on our reputation for supporting students in realising their potential and going on to lead fruitful and productive lives.

Our Vision and Values

Our vision is for Robertsbridge to be a school where happy young people thrive and grow into successful adults. A school where our young people are nurtured and challenged across the Robertsbridge experience to be the best they can be, unlocking potential within a caring environment where great teaching is the norm. Our school is a safe, happy, exciting place where the student is at the heart of everything we do. Our students are cared for, nurtured and challenged, enabling them to thrive and flourish, making great progress as learners and people

Our People

Staff at Robertsbridge are passionate and committed to providing the best possible experience for our students. We are reflective, outward facing professionals committed to exploring how we can make the Robertsbridge experience even better. Every member of staff is on their own learning journey, and we are committed to growing and nurturing everyone in the school community within a learning culture.

Our Journey

The school has experienced a period of change and improvement as we work tirelessly to further develop our work in response to our last OFSTED report. Our 2024 GCSE results were the best results we have achieved for five years and are clear evidence that Robertsbridge is going from strength-to-strength on its improvement journey.



Robertsbridge
Community College

JOB DESCRIPTION

PURPOSE OF THE ROLE

The Caretaker will be responsible on behalf of the Headteacher for the Health and Safety of the site and security of the school premises and will need to maintain any machinery or plant within the school, maintain the internal and external fabric of the school premises as a safe and secure working environment.

KEY TASKS

- Adhere to Health and Safety in the delivery of property maintenance and support in the writing of relevant risk assessments and maintaining the necessary registers in accordance with the ESCC premises related policies.
- Undertake systematic check-ups of school facilities including toilets, alarms and boiler systems.
- Carrying out first line repairs and maintenance to premises.
- Report any issues to the Premises Manager and have a proactive approach to seeking out maintenance and repairs around the premises e.g. cracked windows, graffiti, broken lights, stopped clocks etc. and deal with accordingly.
- Oversee cleaning areas, maintaining a high standard of cleanliness in accordance with County Building specification.
- Oversee contractor repairs or maintenance work.
- Ensuring that all areas within the site are free from litter daily and that all drains and gullies are free-flowing and clean; school entrance area/driveways etc. are kept tidy.
- Ensure adequate supplies of cleaning materials and other supplies including hand sanitiser, soaps, hand towels, toilet tissue, are available on a daily basis. This includes the safe receipt of deliveries.
- Complete all relevant statutory checks and service contracts including Alarm Systems, Heating, etc. liaising with engineers on site within agreed timescales.
- Working flexibly in order to accommodate school events and lettings, e.g. assemblies, open evenings, exams, sports events, by liaising with colleagues, moving furniture etc.
- Open and close the premises ensuring all internal and external doors are properly secured and to liaise with out of hours key holders as required and if appropriate provide access, where possible, in the event of emergency situations.
- Dealing with enquiries from relevant officials, workers and contractors and liaising with your line manager.
- Assist in preventing unauthorised access onto the school premises or grounds.

ADDITIONAL RESPONSIBILITIES

The following additional accountabilities are required of the Caretaker:

- To take meter readings and record as required.
- General portage duties including moving and setting up of furniture, delivery of parcels and equipment around the school site, receiving deliveries.
- General cleaning duties both internal and external grounds, rubbish clearance, floor mopping, dealing with spills including bodily fluids as required.
- Always be contactable whilst on site via walkie talkie provided.
- Weekly shift pattern and flexibility around cover.



Robertsbridge
Community College

ADDENDUMS

The following Addendums apply:	Yes or No
Full line management responsibility for a group of staff.	No
Complete IOSH training and responsible for undertaking premises related risk assessments e.g. Fire regulations, Health and Safety regulations.	Yes
Responsible for setting up and maintaining a lettings process in accordance with policy and legal requirements. Ensure letting policy is followed, letting agreements/contracts are completed, health and safety checks are completed, ensure payment is received.	Yes
Carry out more detailed building and or grounds maintenance work.	
Swimming Pool – responsible for the daily running and maintenance of the pool, completing daily checks, relevant risk assessments and comply with all COSHH procedures.	No
Minibus maintenance – carry out safety checks and routine maintenance e.g. oil and water checks, cleaning of the vehicle.	No
Electrical Testing - Undertake electrical testing of portable equipment.	No
Planning – write and create specifications for contractors for jobs/projects and complete planning applications.	No

TRAINING

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate will be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

SAFEGUARDING

All colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

VARIATIONS

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



Robertsbridge
Community College

PERSON SPECIFICATION

CARETAKER

	Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities (Essential unless otherwise noted)	<ul style="list-style-type: none"> • Proactive. • Ability to identify the skills at their disposal, and then assigning relevant tasks to specific individuals. • Ability to learn to undertake new tasks. • Ability to plan and organise a varied workload for self and others, working to short deadlines, act on own initiative and deal with any unexpected problems that arise. • Ability to communicate effectively with a range of people in a clear, concise and accurate manner, changing messages to suit different audiences. • Able to converse at ease with customers and provide advice in accurate spoken English, (customers including the team around the children). • Ability to direct, inspect and record the work of others, where necessary. • Ability to work effectively and supportively as a member of the school team. • Ability to demonstrate commitment to Equal Opportunities. • Ability to maintain confidentiality on all school matters. • Displays commitment to the protection and safeguarding of children and young people. • Willingness to undertake and participate in further training and development opportunities offered by the school and county, to further knowledge. • Experience of keeping detailed work records (Desirable). • Willingness to be a Fire Marshall/ and First Aider (Essential). 	Application/Interview/References
Knowledge/ Experience/ Qualifications	<ul style="list-style-type: none"> • Ability to provide high quality supervision, training and support to the caretaking team and cleaning staff. • Experience of general building maintenance works, and the ability to facilitate specialist works such as carpentry, plastering, glazing, plumbing, electricity etc. (Essential) • Relevant qualifications and/or experience in specialist building maintenance work in one or more areas e.g. carpentry, plastering, glazing, plumbing, electricity etc. • Experience of cleaning, caretaking and maintenance activities. (Desirable) • Must hold a full driving licence (Essential). 	Application/Interview/Certificates



Experience	<ul style="list-style-type: none"> • Experience of working in a similar setting (desirable). • Experience of working within a team focused environment. 	Application/Interview/References
Personal Attributes	<ul style="list-style-type: none"> • Possess a friendly and helpful demeanor. • Ability to concentrate even with frequent interruptions and unpredictable working pattern. • Be willing to undertake further training. • Have the ability to understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion. 	Application/Interview

HEALTH & SAFETY FUNCTIONS

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	X
Occupational Driving	X
Lone Working	X
Working at height	X
Shift / night work	X
Working with hazardous substances	X
Using power tools	X
Exposure to noise and /or vibration	X
Food handling	
Exposure to blood /body fluids	X

