



THE STONEHENGE SCHOOL



Caretaker Application pack

The Stonehenge School
Holders Road
Amesbury
Salisbury
Wiltshire
SP4 7PW

t: 01980 623407

e: office@stonehenge.wilts.sch.uk

w: www.stonehenge.wilts.sch.uk

WELCOME FROM THE HEADTEACHER

At the Stonehenge School we believe that there is no limit to any student's potential. We aspire to develop a positive learning community in which effort, participation and achievement are valued.

Striving for excellence, we aim to create an outstanding school where students are happy, healthy and given opportunities to exceed their expectations. Enriched by history and culture, Stonehenge is a school for the future.

The school is increasingly popular and to cater for a rapidly expanding roll we have had a state-of-the-art extension providing 23 additional classrooms, and a brand new performing arts block to replace our older, original accommodation. We are now in a position where the facilities are some of the best in Wiltshire and ensure that we are able to provide the very best education for the pupils that we serve.

Applications for entry into Year 7 have been over-subscribed in each of the last three years, and we are ever closer to reaching our full capacity of 1120 pupils.

The school community is important to us, meaning that we have strong relationships with our students, and a collegiate supportive atmosphere within staff.



PERSONALISED PROVISION

Our pedagogical approach is centered around the 'Cornerstones' of our teaching and learning approach, with assessment built around a 'milestone' structure. All of which is based around research-driven approaches that ensure effective progress whilst also maintaining sustainable workloads for staff.

Striving for excellence, exceeding expectation.

At Key Stage 3, key skills and knowledge are assessed using our 'I can' system, allowing teachers and students to keep track of their learning and progress. Students are given the flexibility and ownership to design their own option choices towards the end of Year 8, meaning that students study the curriculum that they choose, whatever their ability, allowing them to fully realise their future aspirations. At Key Stage 4 students are offered the full Ebacc, and the importance

of taking a humanities and a language is discussed with parents as part of the options process. A variety of vocational courses are also offered to allow for development towards particular careers, or the pursuit of individual interests.

PREPARING FOR THE FUTURE

Qualifications are highly important, and our examination results reflect our commitment to this. However, school is also about preparing students for their future career and roles in the larger community. Students are offered many opportunities to develop team working and leadership skills. The prefect team in Year 11 is led by the Head Boy, Head Girl and their deputies. Students can initiate projects and share decision making through an active School council and the House system.

Careers guidance is provided throughout all years. A large number of students enjoy taking part in activities throughout the school year, including drama productions and musical concerts. We have excellent sporting facilities on site and at Amesbury Sports Centre, as well as exclusive use of the 22 acre playing field on Holders Lane. We run many sports teams and offer a number of extra-curricular sporting clubs, including rugby, netball, hockey, football and cricket. Trips and visits are run regularly; Year 9 can visit Pencelli Activity Centre in Wales and older students may take part in the annual ski trip to Europe. There are regular Geography field trips and the Languages department arrange annual visits to France or Germany, as well as an extensive and growing list of residential trips across the curriculum.

The latest Ofsted inspection took place in September 2022 and concluded that... "The Stonehenge School continues to be a good school" and that "pupils like coming to school". They explored the "clear vision (that we have) for the school's next steps" and the "broad curriculum that (is) in place for every pupil".

A recent evaluation by the Local Authority reported that 'there is a positive and respectful school culture where the staff know and care for the students' and the 'leaders have a clear consistent vision which is realised through strong, shared and owned values and practice', and praised the emphasis that we place on developing our staff.

I look forward to welcoming applications from you,
Carole Dean

Striving for excellence, exceeding expectation.

THE SITE TEAM

The Stonehenge School Site Team is managed by our Premises Manager, we have an additional 3 members staff onsite working various shifts throughout the day maintaining the site to ensure it is a safe environment for all of our students, staff and visitors. Our estate is a key resource, so it is important that our buildings are maintained in a safe and acceptable state whilst also working towards ongoing improvements to them. The site team work both inside and outside so this would be a requirement for anyone joining the team. The Site Operative is a crucial post to support the school to increase capacity with our repairs and maintenance strategy.

- ✓ The post will be effective as soon as possible
- ✓ This is a permanent position
- ✓ This position will remain open until filled
- ✓ Hours are to be discussed with the successful candidate but would be 37 per week, working Monday – Friday
- ✓ Salary will be on our support staff grade E £25,183 - £25,992 per annum with 26 days holiday to be taken in school holidays

We are seeking to recruit a reliable, enthusiastic, and efficient Site Operative to join our Site Team to be responsible for maintaining our school premises.

You will support the Premises Manager to keep the school a safe and engaging environment for our students to learn in. This will involve carrying out both reactive and planned maintenance tasks.

Other duties will include:

- Acting as a key holder, security of the school buildings including locking up and the setting of the alarm system (including problem solving) when required
- Setting up and taking down furniture requirements for exams, events and lettings
- Carrying out compliance checks
- Driving of school minibus for maintenance or site matters
- Identifying and acting on any potential fire and/or health and safety risks
- Undertake routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary.
- General portorage around the site
- Gritting of the site in the winter

- Emptying waste bins both internally and externally across the site
- Ensure the school buildings and grounds are free of litter and graffiti
- Any other duties arising from use of the buildings or ground

The right candidate will:

- Demonstrate knowledge of Health & Safety and hygiene procedures and precautions
- Demonstrate good communication skills that allow effective communication with all levels of school staff, governors, pupils, contractors, and outside users of the school (lettings)
- Have some basic IT skills or be willing to learn them or improve upon them
- Be willing to work flexibly, if required, to cover other members of the Site Team and the school's opening hours
- Demonstrate previous experience and 'DIY skills' to identify, monitor and carry out minor repairs, maintenance and redecoration.
- Demonstrate knowledge of moving and handling.

Please refer to Job Description for full details of the post

Application form and further details are available from the school website. This should be returned to Mrs D Harker, The Headteacher's PA, The Stonehenge School, Holders Road, Amesbury, Wiltshire, SP4 7PW by the closing date.

Interview date: To be confirmed

CARETAKER JOB DESCRIPTION

Reports to:	Premises Manager
Start date:	ASAP
Salary:	Grade E, points 6 - 8 (£25,183 - £25,992 per annum with 26 days holiday to be taken in school holidays)
Contract type:	Permanent

THE ROLE:

To carry out general maintenance of the school buildings and facilities, provide practical support for meetings/events and maintain the security of the school buildings.

KEY RESPONSIBILITIES:

This position supports the existing site team and helps extend the service they provide within and beyond normal school hours. It involves aiding the existing site team to ensure the smooth running and safety of site activities and infrastructure as well as being the face of the school. Responsibilities will include carrying out minor maintenance and routine checks, meeting the needs of all user groups, setting up and taking down furniture and ensuring the buildings are safe and secure.

The employee will be responsible for prioritising their daily work, managing their time effectively and be accountable for decisions taken within delegated authority.

MAIN DUTIES

- To act as joint key holder for the site, ensuring security at all times, including the operation of the alarms. To be available for call-out on a rota basis.
- Complying with any and all systems put in place to protect the safety of all, including the post holder
- To report any major defects in building, equipment and security systems observed in the course of duties and to liaise with approved contractors/County Officials.
- To visually monitor the condition of fire extinguishers, ensuring all extinguishers are regularly serviced and that hoses and fire blankets are kept in good condition.
- To participate in evacuation processes as agreed and in accordance with the School's recognised Evacuation Procedure
- Carry out compliance checks
- To assist in the collection and disposal of all refuse and ensure the school buildings and grounds are free of litter and graffiti
- To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times
- Ensuring the safety of the site including assisting with emergency repairs and clear ups, cordoning off areas as necessary

- To undertake the efficient operation of the heating system, ensuring its good working order. To record and monitor gas/electricity/water (as applicable) meter readings/returns as required
- To take deliveries of stores, materials and other goods and to undertake portorage duties as required (including moving furniture, equipment etc).
- To undertake routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary. To attend site meetings as required
- To maintain records and complete paperwork as required. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy / Code of Conduct) and National Legislation (Health and Safety, COSHH, Data Protection)

OTHER DUTIES

The list of duties as above is not exhaustive. The post holder may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

SUPERVISION AND MANAGEMENT

The job holder has no regular supervisory responsibility for staff but may assist in work familiarisation of peers and new recruits.

CREATIVITY AND INNOVATION (I.E. PROBLEM SOLVING)

The work undertaken by the post holder is largely regulated by laid down procedures. There is a requirement for use of creative skills to resolve routine problems / issues such as undertaking repairs, attending alarm call outs, dealing with an emergency maintenance situation.

KEY CONTACTS AND RELATIONSHIPS

Main contacts will be Site Supervisor / Head Teacher, Deputy, Staff to give information on stock levels, incidents, repairs / maintenance updates. Etc. Staff and pupils reporting on out of service areas of school due to repairs, cleaning etc. Visitors meeting arrangements etc.

DECISION MAKING

Basic work decisions are made by the post-holder about security problems and minor maintenance jobs.

The job holder may recommend:

- Orders of cleaning / maintenance materials or equipment
- Repairs and maintenance or safety measures.

RESOURCES

The job holder would typically be responsible for the care and proper use of maintenance / cleaning tools and equipment. The post holder has shared responsibility for the safety and security of school premises.

WORKING ENVIRONMENT

Physical demands will be commensurate with general maintenance / cleaning and portering duties. There may be some exposure to dust, dirt and occasional noise from machinery noise, working outside may on occasion subject the post holder to bad weather.

The post-holder will encounter members of the public, visitors to the school, contract staff, students etc. during the course of their duties.

There is some exposure to risk when the post holder is required to operate machinery (e.g. use of hand tools for minor repairs) and some exposure to hazardous chemicals (e.g. industrial cleaning materials and gardening chemicals).

KNOWLEDGE AND SKILLS

Good standard of knowledge and skills of routine maintenance and security of buildings and grounds.

CARETAKER PERSON SPECIFICATION

ESSENTIAL

- Responds enthusiastically to a demanding and busy environment
- Driven to succeed, independently and as part of a team
- Reliable and adaptable
- Sets and maintains high standards of delivery with attention to detail being essential
- Ability to work to set schedules
- Ability to reprioritise work at short notice, responding to urgent tasks while undertaking routine tasks
- Ability to manage own workload within agreed time-frame
- Keeps all parties informed of progress of work using clear, informative detail
- Uses own initiative to overcome problems
- Good communication skills
- Uses resources efficiently and effectively
- Approachable and friendly
- Remains calm under pressure
- Basic computer knowledge
- Uses safe working methods
- Willingly carries out repetitive tasks

DESIRABLE

- Experience of general maintenance work
- Knowledge and experience of electrical and mechanical building services
- Experience or understanding of working in education/school/Leisure environment
- Fire safety awareness
- Knowledge & understanding of Health and Safety at Work Regulations
- Valid driving licence

THE SUCCESSFUL CANDIDATE MUST BE ABLE TO:

- Climb a ladder and stairs unaided
- Work at heights
- Reach overhead and below the knees, including bending, twisting, pulling, and stooping
- Move, lift, carry, push, pull, and place objects weighing less than or equal to approx. 25kg. without assistance
- Visually inspect tools, equipment, or machines (e.g., to identify defects)
- Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination
- Use electronic devices to communicate