

Job Description

Caretaker

Fulham School

Line Manager/Reporting into:	Premises Manager
Contract Type:	Permanent
Working Hours:	Annualised 40 hours per week, actual working hours to be confirmed
Start Date:	December 2022 or January 2023
Closing Date for Applications:	9am on Monday 31 October 2022



Fulham School are seeking to appoint two experienced and practical Caretakers to join our Premises Team, working across all three Fulham School sites. The successful candidate will be required to drive school minibuses and minibuss training will be provided if necessary.

OUR SCHOOL

Every student at Fulham School can enjoy an outstanding education coupled with a family atmosphere, full of fun and consideration, where they are supported and encouraged to reach their full potential. We're known for the extremely strong secondary school preparation we provide our students, whether they stay with us or move on to another school.

Students receive the highest quality of education without the stress at Fulham.

At Fulham School we have two goals that drive all we do:

- To encourage the development of creative, problem-solving individuals with tenacity, kindness and secure self-worth.
- To provide the most distinctive, forward-thinking and outward-looking co-educational environment, where diverse abilities are recognised, celebrated and given fullest expression.

What makes Fulham School unique is the way we set about achieving these goals. Most schools share the best of intentions. We seek to put them into practice in new and innovative ways. Through our dedication and love of teaching, we offer a varied curriculum to ensure every pupil can achieve success.

Explore our website to learn more about our philosophy and how this is put into practise in each area of our school, from our Outstanding Ofsted rated Pre-Prep to Prep and Senior School. If you have any questions or would like to learn more, please get in touch. We would love to hear from you.

<https://www.fulham.school/>

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non- denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

WHY APPLY

“Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources;
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- At the leading edge of independent school thinking;
- A culture of excellence;
- Network of opportunities;
- Competitive package;
- School's pension scheme;
- Staff at Fulham School may be eligible for school fee discounts of up to 50%, subject to their child(ren) meeting the entrance requirements;
- Free delicious lunch each day;
- Our campuses are located in the heart of Fulham and well-connected to public transport routes.

HOW TO APPLY

An application/information pack can be downloaded from <https://www.fulham.school/> or TES. Alternatively, for further details please contact vacancies@fulham.school

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

ROLE SUMMARY & JOB PURPOSE

Assisting the Premises Manager in ensuring that the school is a well-maintained, safe and secure site for all users. As part of the Premises Team, the Caretaker will fulfil the following roles and responsibilities. The post holder will be responsible for ensuring high standards of site supervision and effective use of resources to enhance the learning environment for students and staff.

ROLE RESPONSIBILITIES

Key Tasks

- Day-to-day security of the school site, including opening and closing the premises, and gate duties as required
- Ensuring the school complies with all current legislation in relation to site safety and facilities management, including the maintenance of appropriate records e.g. fire safety checks, monthly legionella records, installation and maintenance of equipment for the protection of, and escape from, fire completion of risk assessments as required and corrective actions where necessary
- Repair and maintenance tasks as required to ensure that the site is kept operational
- Maintenance of installations and plant for electric and gas supply, heating, domestic hot water etc.
- Maintenance of the lighting and ventilation of the school's buildings
- Maintenance of the school grounds to a high standard; ensure grounds are litter free
- Ensuring accurate records are kept of all work carried out
- Ensuring the Premises Manager is informed in a timely manner, of critical safety and security issues
- Ensuring correct set up of school's facilities during school's activities
- Driving school vehicles to assist activities, including morning and afterschool shuttle service and sport
- Overseeing out of hours activities as required
- Carrying out all other reasonable and related tasks that may be delegated by the Premises Manager from time to time

General Responsibilities

- Always upholding Fulham School's Child Protection and Safeguarding Policy
- Always adhering to Fulham School's Code of Conduct; maintaining high professional standards of attendance, punctuality, appearance and conduct
- Adhering to all school policies and procedures
- Maintaining positive, courteous relations with students, parents and colleagues
- Attending staff meetings and school events as required
- Participating fully in life of the school and playing an active part in the extra-curricular programme if possible
- Attending INSET days as required.

PERSON SPECIFICATION

Outline of Key Abilities

You are asked to focus on demonstrating the extent to which you meet each of the selection criteria when writing your personal statement.

Candidates who are shortlisted for interview will also be required to demonstrate their ability to meet the criteria outlined on this Person Specification during the selection process, with the exception of their qualifications. These will be evidenced from the application form and your production of any original relevant certificates at interview.

Key

Person Specification:	E: Essential	D: Desirable
Demonstrated in one or more of the following:	A: Application Form	R: References
	I: Interview/selection process	

Qualifications and licence

		E	D	A	R	I
1.	Minimum GCSE or equivalent in English and Mathematics	✓		✓		
2.	Current clean driving license	✓		✓		
3.	D1 and CPC license, or willingness to undertake relevant training	✓		✓		
4.	First Aid training, or willingness to undertake relevant training	✓		✓		

Experience

		E	D	A	R	I
1.	Experience working as a caretaker or similar role	✓		✓		
2.	Experience of working in an educational environment		✓	✓		

Skills and Knowledge

		E	D	A	R	I
1.	Proven record of possession of DIY skills and ability to carry out a wide range of repair works	✓				✓
2.	Evidence of excellent communication skills – both written and verbal	✓		✓		✓
3.	Excellent interpersonal skills. Ability to work both collaboratively and independently.	✓		✓		✓
4.	Excellent organisational and administrative skills – ability to plan, prioritise, and manage a varied workload	✓		✓		✓
5.	An understanding of the importance of the need for confidentiality	✓				✓

Personal Attributes

		E	D	A	R	I
1.	Ability to carry out instructions and seek clarification where necessary	✓				✓
2.	Be able to cope with moderate and occasional heavy lifting	✓				✓
3.	Be flexible and adaptable, including occasional work outside normal hours	✓				✓
4.	Capacity to inspire, with a positive, pro-active, solution focused 'can do' attitude	✓				✓
5.	Ability to engage and motivate others and work effectively and positively with young people	✓				✓
6.	Ability to listen effectively and be sensitive to others	✓				✓
7.	Ability to cope well under pressure and meet deadlines	✓				✓
8.	Recognition of the importance of personal responsibility for health and safety	✓				✓
9.	Demonstrable commitment to the safeguarding of students and child protection	✓				✓
10.	Demonstrable commitment to equal opportunities	✓				✓
11.	Commitment to the School's ethos, aims and whole community	✓				✓
12.	A commitment to professional development of self and others	✓				✓