

## **Framwellgate School Durham**

# **CARETAKER/GROUNDS PERSON**

## **Candidate Information Pack**

**Salary scale Grade FSD3 (SCP 4-5)**  
**£18,426-£18,795**

**(Full time - 37 hours per week, all year round)**

**Start Date – as soon as possible**

We wish to appoint an inspirational and highly motivated caretaker/grounds person to make a real impact in this rapidly improving school. A new Headteacher took up post on 1st September 2017, and a new senior leadership team was appointed in January 2018. Since then, the school's performance has improved significantly, reflected in a positive Ofsted inspection in May 2018, where our leadership & management, 6th form, and students' personal development, behaviour and welfare, were all graded "Good". With solid foundations now in place, the opportunity to play a significant role in leading the school to 'Outstanding' is both exciting and realistic.

The successful candidate will possess energy, vision and enthusiasm, and believe that every young person deserves the very best education. A commitment to providing the best possible support, and a willingness to learn, train and develop as a caretaker/grounds person are all essential. We can offer you an environment where student behaviour is excellent, prior attainment levels are amongst the highest in the North-East and our students and staff are a pleasure to work with. With over 20 new teachers, including 11 NQTs and a number of support staff appointed over the last two years, we have quickly become a vibrant and exciting school in which to develop your career.

Framwellgate School Durham is a rapidly growing 11-18 non-selective secondary school within a Multi Academy Trust. The school roll is set to have increased by 20% in two years and we have more than 1200 students on roll.

This is an outstanding opportunity for a talented individual to join our dynamic and forward thinking team. We are looking for someone who is driven, committed and skilled in a range of tasks who can work alongside colleagues to support the upkeep and maintenance of our vast grounds and school buildings. Duties will include:

- Care and maintenance of grounds including playing fields
- Maintenance and preparation of all-weather playing surfaces, tennis courts and pitch marking
- Care of the school environment in terms of removal of graffiti and litter on a daily basis
- Responsibility for the security of the school premises, including acting as a key holder
- Assistance with minor building and furniture repairs and take responsibility for associated tools and equipment
- Porterage such as moving furniture, deliveries etc.
- Assistance with general upkeep of the school premises, including painting, joinery, etc.
- PAT Testing as and when required on completion of appropriate qualifications
- Undertaking lettings and associated tasks in line with local agreements

The appointee will work as part of the whole school site team and will be under the line management of the site manager.

## About the school

Framwellgate School Durham (FSD) is an 11-18 school which was granted academy status in 2011. Within the next three years, we envisage a roll of 1400 including 230+ in the sixth form. The school serves the population to the north of Durham city, primarily from the Newton Hall estate, but we attract students from a wide surrounding area and over 20 feeder primary schools. We are a high achieving 11-18 academy with a strong track record in both provision and outcomes. We are fully committed to the students in our care, and work to ensure that both the pastoral provision and quality of teaching is the very best.

## Aims and ethos

Framwellgate School Durham is a community that values learning and celebrates achievement. We are an inclusive comprehensive school with high expectations of both our staff and students alike. In the Spring of 2018 we consulted students, staff and parents, and re-evaluated our ethos; the result of this exercise was a new ethos statement which emphasises compassion and kindness and places the well-being and happiness of our students alongside academic achievement. Our new school uniform was introduced in September 2018 and is being phased in over the next two years.

## Job Description: Caretaker/Grounds Person

Job Title	CARETAKER / GROUNDS PERSON
Grade	FSD3 (SCP 4-5)
Salary	£18,426-£18,795
Hours of Duty	37 hours per week, all year round, permanent
Postholder	Vacancy
Responsible to:	Site Manager
Principal function	To be a valuable member of the school site team, supporting in the upkeep and general care and maintenance of the school buildings, site and grounds.
Main areas of responsibility	<p><b>General</b></p> <ul style="list-style-type: none"> <li>Care and maintenance of grounds including playing fields and their surroundings, ensuring all areas are in a clean and tidy state</li> <li>Undertake hedge cutting, pruning, fencing and general weeding</li> <li>To ensure the attractiveness of the school site</li> <li>Maintenance and preparation of all-weather playing surfaces, tennis courts and pitch marking</li> <li>To take care of the school environment in terms of removal of graffiti and litter on a daily basis</li> <li>To be responsible for the security of the school premises, including acting as a key holder</li> <li>To assist in minor building and furniture repairs and take responsibility for associated tools and equipment</li> <li>To carry out portorage duties such as moving furniture, deliveries etc.</li> <li>To assist in the general upkeep of the school premises, including painting, joinery, etc.</li> </ul>

	<ul style="list-style-type: none"> <li>To carry out PAT Testing as and when required on completion of gaining the relevant qualification if needed</li> <li>Undertake lettings and carry out associated tasks, in line with local agreements</li> <li>To attend any training courses relevant to this post</li> </ul> <p><b>Other Specific Duties</b></p> <ul style="list-style-type: none"> <li>To be a full and active member of the whole school site team, assisting and covering for colleagues whenever required.</li> </ul>
General Responsibilities	<ul style="list-style-type: none"> <li>All staff are expected to safeguard and promote the welfare of all students with whom they come into contact, and must adhere to the school's Child Protection and Safeguarding Policy.</li> <li>All staff are expected to carry out their duties with full regard to the school's Behaviour Management and Exclusions Policy, Anti-Bullying Policy, Equality, Diversity &amp; Community Cohesion Policy, Single Equality Scheme and Medical Needs Policy.</li> <li>All staff must follow the school's Health and Safety Policy.</li> <li>All staff must comply with all school policies, including the No Smoking Policy.</li> </ul>
Additional Information	<ol style="list-style-type: none"> <li>This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.</li> <li>The duties outlined above cannot totally encompass or define all tasks which may be required of the post holder.</li> <li>The post will be reviewed at least once every two years and it may be subject to modification or amendment at any time, after consultation with the post holder.</li> </ol>
<p>The above responsibilities are subject to the general duties and responsibilities contained in the relevant Conditions of Service.</p> <p>Other duties may be allocated from time to time, commensurate with the grade of the post.</p>	

**Person Specification: Caretaker/Grounds Person**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Educated to a satisfactory standard in order to communicate effectively, both written and oral</li> <li>• Recent and relevant experience of working in a similar job role / or has completed recent relevant training which would support this role</li> </ul>	<ul style="list-style-type: none"> <li>• English and Maths GCSE C or above (or equivalent)</li> <li>• Appropriate NVQ 3-4 (or equivalent) based on caretaking duties</li> <li>• Previous experience of working in a school environment</li> </ul>
<b>Knowledge &amp; Skills</b>	<p>The ability to:</p> <ul style="list-style-type: none"> <li>• use practical skills to improve the site, buildings and grounds;</li> <li>• work well as a team player;</li> <li>• deal with emergencies and problems in a positive and systematic manner;</li> <li>• be proactive and work on own initiative;</li> <li>• work alone when required, showing good self- motivation;</li> <li>• prioritise, plan, schedule and meet deadlines and evaluate work;</li> <li>• communicate effectively (both orally and in writing) to a reasonable standard.</li> <li>• Have a general understanding of Health and Safety</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Enthusiasm</li> <li>• Good timekeeping</li> <li>• Reliable, trustworthy and honest</li> <li>• Excellent social skills</li> <li>• Flexibility</li> <li>• Interest in caring for school pupils and staff</li> </ul>	

	<ul style="list-style-type: none"> <li>• To be a proactive member of the school community</li> </ul>	
<b>Physical requirements</b>	<ul style="list-style-type: none"> <li>• Fit and able to carry out all duties</li> <li>• Ability to work at height with appropriate equipment, subject to training</li> <li>• Ability to undertake manual handling, subject to training</li> </ul>	

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS with barred list check will be required for this post, together with completion of a pre-employment health questionnaire.

Any offer of employment is subject to satisfactory clearances and references.

### **The Application Process**

Please complete the Application Form available from [www.jobsinschoolsnortheast.com](http://www.jobsinschoolsnortheast.com) or [www.framdurham.com](http://www.framdurham.com)

#### **Guidance on completing the application form:**

Candidates are requested to complete the application form in full. Section B Personal Statement requires you to set out thorough evidence of how you meet the criteria included in the Person Specification. This will be used in the shortlisting process. This section should be no more than 1,000 words. Your completed application form should be emailed 'in confidence' to [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com) by **Monday 20<sup>th</sup> January – 8.30a.m.** All applications will be acknowledged by email. Please DO NOT upload your application form to any of the websites on which this post is advertised. Please note that we do not accept CVs.

**Shortlisting will take place soon afterwards and shortlisted candidates will be contacted in due course. Please note that we only contact shortlisted candidates.**

**Interviews are scheduled to take place in the week beginning Monday 27<sup>th</sup> January 2020.**