



LABORA CUM AMORE

St Simon Stock Catholic School

Caretaker

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551

Letter from the Headteacher

Dear Candidate

Thank you for your interest in this exciting role within our ambitious and supportive school, which is part of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

St Simon Stock Catholic School are part of the Education Staff Wellbeing Charter. This signifies our commitment to ensuring that the wellbeing of our staff is fully supported, and commits to placing wellbeing and mental health at the heart of our decision making. We prioritise staff mental health by ensuring all staff have access to tools and resources which may be needed to support them and others.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Andrea Denny

Headteacher - St Simon Stock Catholic School



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About St Simon Stock Catholic School

St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 28 academies (23 primary and five secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



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Role description

St Simon Stock Catholic School wishes to appoint a Caretaker who is pro-active, adaptable, efficient and able to undertake lifting and carrying to join our team. The role is varied covering a range of duties including the security of the school, caretaking and general maintenance needs of the premises. A clean driving licence would be an advantage, but not necessary. This is an important role within the school community, so we are looking for a person with good communication skills. If you have a good understanding of health and safety requirements and with previous experience of working in a school would be advantageous (but not essential), we would be pleased to hear from you.

Benefits of working at St Simon Stock:

- A supportive and caring working environment for staff and students
- Dedicated and bespoke CPD time for all staff each term
- Kent Rewards Scheme
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources



Job description

Job Title:	Caretaker
Salary Grade:	Kent Range 5 (£24,040 - £25,002 FTE)
Hours/week:	Monday to Friday 11:00am to 7:00pm, 37 hours, all year round (8:00am to 4pm during school holidays)
Line Manager	Facilities Manager

Purpose of Job:

A site maintenance role providing security, caretaking and general maintenance to the school. To ensure an efficient and effective site team.

Key duties and responsibilities:

To provide health and safety, safeguarding and maintenance support across the Site including:

- Maintaining the security of the site, attend to the opening and closing of the premises.
- Attend to contractors and visitors that are on site, ensuring a safe environment is maintained and liaising with the facilities manager as appropriate
- Oversee cleaning contractors and liaising with cleaning supervisor.
- To act as an additional key holder and to respond to call-outs as necessary
- Carry out exterior security patrols when required
- To ensure that all areas within the school boundary, playground, toilets, paths, car park, etc. are kept clean and tidy and free from rubbish, litter and snow.
- To ensure safe disposal of rubbish and waste materials
- To clean soiled areas (emergency cleaning only)
- To replenish soap and toilet paper to all lavatories on the site as necessary
- Undertake day to day repairs of a minor nature, decorating as and when needed
- Change light bulbs, fuses, plugs, tap washers, etc. as necessary
- Note and report on matters affecting the health and safety of persons on the site
- Report defects in buildings, furniture, fittings and plant
- To carry out regular checks of emergency lights, fire alarm, fire doors, smoke detectors and heating units.
- Ensure appropriate measures are taken during adverse weather conditions
- Be responsible for distributing deliveries from Finance to appropriate areas
- Undertake any other associated and appropriate caretaking duties as required by the Facilities Manager/Area Business Manager/Headteacher.
- Support lettings and willingness to cover holiday/sickness for earlier shift.
- Support the school in developing its Catholic and Christian ethos
- Actively engage in the staff review and development process
- Undertake all duties in a courteous professional manner and provide a welcoming environment to visitors and contractors
- This is a physically demanding role at times and requires good general fitness and mobility.

This list outlines the key duties and responsibilities of the role within the Site Team however employees will be expected to comply with any reasonable request from the Facilities Manager to undertake work of a similar level that is not specified in this job description.



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Person Specification

	Criteria	Essential/ Desirable
Faith Commitment	Understanding of distinctive nature of a faith school. A practising Catholic	E D
Qualifications	GCSE English and Maths grade C and above (or equivalent). Valid UK Driving License.	E D
Experience	Knowledge and skilled at DIY/basic property repairs/handy person Previous experience working in a similar role, preferably in a nursery/school/academy setting Previous experience of a building trade/maintenance role Knowledge of Health and Safety Procedures and Regulations	E D D D
Personal Development	Ability to identify own learning needs A commitment to continued professional and personal development	E E
Skills, Qualities & Abilities	Happy and positive disposition. Can do attitude Trustworthy, reliable and punctual. Ability to undertake all the physical aspects of the job Clean and well presented. Excellent communication and interpersonal skills (verbal & written) Willingness to sometimes adjust working arrangements to meet changed circumstances. Excellent organisation Dedication Ability to follow work routine/instructions Able to organise own work load Willing and able to work as part of a team Willingness to participate in development and training opportunities Competent in using computers in particular Microsoft Word and Excel Working knowledge of relevant policies of practice/legislation Knowledge of Health & Safety procedures and regulations Knowledge of COSHH regulations	E E E E E E E E E E D D D D D D



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Application process

You are welcome to contact HR at HR@ssscs.co.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly by using the 'APPLY NOW' link.

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 9 December 2024 at 9am

Start date: ASAP

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

Safer Recruitment

St Simon Stock Catholic School is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

Candidates will be subject to an online search if shortlisted. The search will not form part of the shortlisting process itself and shortlisted candidates will have the chance to address any issues of concern that come up during the search at interview.



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