



## RECRUITMENT PACK

### HEAD CARETAKER

**Closing Date: 12 noon Friday 24<sup>th</sup> March 2023**



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## ***Welcome from the Executive Head Teacher***

Dear candidates

Thank you for your interest in Claremont High School. I am delighted you are considering being a part of our School. Claremont High school founded in 1930 by the Middlesex County Council, and was one of a number of new schools built by the council between the wars in the rapidly developing outer suburbs of London. Claremont is now a multi-specialist school. In 2012, the school gained academy status, joining many other local schools. In the autumn term of 2017 Claremont High School Academy formed a MAT. A Multi Academy Trust (MAT) is a group of institutions who see the benefit of working together with other schools in a more formal arrangement. All academies within a MAT are governed by one trust and a single board of Directors. This is the organisation that runs a number of academies under a single charitable company.

As a member of our team, you would play a pivotal role in supporting the school to deliver an uncompromised curriculum and life enriching opportunities, together with extraordinary care and support.

As a School, we are expertly placed to enable our students to flourish whilst also ensuring they are well equipped to understand and meet the challenges they face with empathy and humility. Our staff know and understand each student to enable them to find their place in the world.

We are a very popular choice for parents / carers and currently have 1643 pupils. I am very proud of our whole school community; it is a wonderful place where everyone enjoys learning and are effectively supported to maximise their potential. Our teaching and learning staff are very committed to the children and young people and strive to bring out the very best in all of them. We work extremely hard to support all our children and young people to develop the skills they will need for the future.

Our aim quite simply is “To prepare our students to reach their full potential”. We know that we are very successful in doing this because we have students, staff and parents who are totally committed to our core values of *Excellence*, *Respect*, *Aspiration*, *Enjoyment* and *Perseverance*. These are the values that are celebrated and upheld across the academy so that students of all ages and abilities are able to make exceptional progress academically, socially and personally. It is the strength of these core values that has led students to make an excellent and smooth transition from their much-loved primary schools, so they achieve excellent GCSE and A Level results. This enables them to make the transition to top universities and colleges and to secure excellent professional careers in fields such as Medicine, Finance, Law, Teaching and Business. Many have achieved sporting success well beyond the school environment and others have found true excellence in performing and the visual arts.

When it comes to academic achievement, our goal is nothing short of excellence across all three of the key stages. Pupils are able to achieve excellent results because we set the highest expectations in learning and behaviour and we provide them with a broad, balanced and enriched curriculum that meets their needs and aspirations. We have a dedicated and passionate team of well qualified and highly skilled staff who provide outstanding teaching, and this is reflected by our excellent GCSE and A-Level results which remain significantly above national averages in all headline measures year on year. This was further validated by Ofsted in both 2015 and 2010 when we achieved Ofsted Outstanding gradings, an endorsement of everything we do at Claremont.

Alongside our reputation for academic excellence, we also pride ourselves on our outstanding pastoral care, providing a very positive environment in which students thrive. As each new student joins us, we take the time to build a genuine partnership between family and school. You can be sure that your child will be nurtured and enriched in a supportive and challenging academic environment.

Our team is diverse with a healthy mix of youth and experience, with relationships between staff, students, and with parents, extremely positive and caring. Key to this are our core values of respect for ourselves, our peers and our community, whilst aspiring to achieve the best we can in our relationships and our interests.

We are committed to ensuring that the talents of all students are recognised and encouraged. Students benefit from first-class facilities and an exciting range of extra-curricular activities which develop confidence and skills for lifelong learning beyond the classroom.



N. Hyde-Boughey  
Executive Headteacher

## Chrysalis Multi Academy Trust

A Multi Academy Trust (MAT) are institutions who see the benefit of working together with other schools in a more formal arrangement. All academies within a MAT are governed by one trust and a single board of Directors. This is the organisation that runs a number of academies under a single charitable company. The board of Directors is responsible for decisions relating to how each academy is run, however, each individual academy retains its own governing body and the Trust delegates some of its functions to the governing body.



### Background on our CMAT:

Chrysalis Multi Academy Trust (CMAT) was founded in 2017. It is a MAT for local schools and we have exceptionally high ambitions for anyone and everyone we work with. Currently, we have joined with Sudbury Primary School.

### CMAT 'Our Shared Vision':

High quality education is the heart of everything we do at CMAT. This is because we know that an outstanding education unlocks the potential of all learners and provides them with a wealth of opportunities regardless of their backgrounds or their individual starting points. We believe that every young person, regardless of where they came from, or their ability or personal needs is deserving of a world class education experience at CMAT. By ensuring that every young person is given this opportunity we can enable them to achieve their full potential and to prepare them to be successful in adult life and in an ever-changing world.

Quality education is the hallmark of a forward thinking and highly cohesive society.

**Excellence:** appointing the best staff who are innovative, skilled and whose enthusiasm for facing the challenges of education in the 21st century is unparalleled, and to continue to provide opportunities for continuous professional development for all our staff.

**Responsibility:** provide a safe and secure environment where individual learners thrive as confident, independent citizens, who are accountable and reflective about their actions and decisions.

**Respect:** fostering genuine community cohesion and a set of traditional values based on discipline, respect and compassion, where we value the unique contributions of parents and carers and the wider community.

**Aspiration:** providing a broad, balanced and challenging curriculum through innovative and quality teaching, strengthened by our exciting and all-inclusive approach enabling us to be at the forefront of educational development.

**Perseverance:** providing challenging and rigorous standards of academic achievement, enabling pupils to make choices for future learning based on a range of academic and applied skills.

At CMAT we ensure that all of our learners know and understand the values that they bring to their success and the added value that is brought by others. In this way we strive to create a learning community that is built upon the foundations of fairness, cohesiveness, challenge and resilience, productivity and innovation.

We expect learners of CMAT to be confident to compete with their local, national and international peers.

Underpinning our vision and mission statement are our core values which have been defined by all of our staff and governors and which capture the values of all of our schools: Excellence, Responsibility, Respect, Aspiration and Perseverance. These expectations underpin everything we do and we are very excited to work with our partners who share this ethos.

#### **Six key principles of the CMAT:**

**Equity:** Total commitment to working together to improve the life chances of all learners through high expectations of the performance for all

**Learning:** High quality teaching and learning for all key stages

**Leadership:** Rigorous leadership that has an impact at all levels

**Curriculum:** Positive growth mindset so that we are consistently developing, achieving strength through challenge, and creating opportunities for all

**Professional Development:** High quality training and professional development for staff and governors

**Communication:** Positive professional relationships between all staff and all stakeholders.





CMAT SCHOOLS



## Our primary school

### Sudbury Primary School



Our Vision at Sudbury Primary School; *'Working together in harmony to develop confident, well-educated learners with healthy minds and bodies, who are independent, resilient, motivated and committed to lifelong learning,'* reflects our aspiration for our pupils to work together and be the best that they can be, this applies to every pupil who attends our school.

The school values: Respect, Responsibility, Honesty, Kindness & Courage are celebrated and upheld across the school so that pupils of all ages enjoy learning and developing the skills they need to achieve even more success through their transition to high school.



Our modern, world-class learning environment is exceptional, this enables the school to provide an outstanding Music and Computing Suite, an exclusive Drama Studio, a well-resourced Library, and a Nature Garden to name just a few.

Teaching and learning at Sudbury is outstanding, and this is something that we are very proud of. It is this that makes such a difference to the engagement and success of all our learners and ensures that we can provide a first-class education for all.



## Whole School Vision

*Working together in harmony to develop confident, well-educated learners with healthy minds and bodies, who are independent, resilient, motivated and committed to lifelong learning.*





## What we offer...

Thank you for your interest in working for Claremont High school Academy and considering us as your potential new employer.

Claremont High school Academy is a values driven organisation and our values are at the heart of everything we do - **Excellence, Respect, Aspiration, Enjoyment and Perseverance.**

We focus on recruiting people who are aligned to our core values as we know that this is the foundation of success for our academies and our students.

Our staff really matter to us; our expectations are high and we expect staff to support our vision and live by our core values and behaviours, but in return we believe in personal and professional development and a culture where staff are recognised and valued for their commitment and dedication. There are many career opportunities for new and existing staff who demonstrate inspiration and dedication to shaping future generations.

If you are looking for a meaningful and rewarding role and would like to make a difference, we look forward to hearing from you.

### What can we offer:

At Claremont we offer;

- Competitive salary
- CPD for all staff
- A supportive Senior Leadership Team who consider staff well-being
- A supportive Trainee and NQT program
- A friendly working environment
- Occupation Health
- Free access to a confidential 24/7 Employee Assistance Programme (EAP) provided through CEFM
- Great employer pension scheme (Teachers Pension Scheme and Local Government Pension Scheme)
- Union recognition
- The opportunity to develop your career within and across the Trust Schools

We strongly encourage suitably qualified applicants from all backgrounds to apply to join us to help us meet our aspirations of being a fully inclusive workplace where diversity is celebrated.

Claremont High school Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

# HEAD CARETAKER

**35 hours per week full time (Permanent)**  
**Salary Scale 6 Point 18 - 22 (£27,344 - £29,439 per annum)**

Required as soon as possible, a hardworking, enthusiastic, reliable and committed caretaker to look after the school site. The successful candidate will help ensure facilities are maintained to the highest possible standard and support the Site Manager with the day-to-day operational management, safety and security of the school site.

The successful candidate will be dealing with a wide variety of people at all levels, so candidates must be effective communicators, with strong interpersonal skills, flexible, adaptable and have a willingness to work as part of the whole school.

*Note: The job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 - Part V and the amendments to the Exceptions Order 1975 (2013 & 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.*

*If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.*

## **To apply:**

All application forms and job details can be found on our website: [www.claremont-high.org.uk](http://www.claremont-high.org.uk).

## **All applicants must:**

1. Complete the school's application form.
2. Submit a written personal statement (not more than 2 sides of A4) detailing how your experience, qualifications and skills meet the requirements of the role you are applying for.

Please send your applications to:  
[recruitment@claremont-high.org.uk](mailto:recruitment@claremont-high.org.uk) / [admin@claremont-high.org.uk](mailto:admin@claremont-high.org.uk)

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Chrysalis Multi Academy Trust is an Equal Opportunities Employer. We are committed to safer recruitment practice and pre-employment checks, including publicly available online checks in accordance with KCSIE guidance, will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our schools' community.

## **JOB DESCRIPTION**

### **Main Duties:**

- Locking and unlocking the buildings, as required.
- Assisting users with setting up facilities such as chairs, tables etc.
- Dealing efficiently with pre-planned maintenance, day to day establishment requirements and problems that may arise.
- Undertaking minor repairs to fixtures and fittings.
- Ensure all plant and equipment is maintained to the required standard.
- Grounds maintenance.
- Assisting with the organisation of school refurbishments.
- Monitoring the premises for any hazards, carrying out repairs or reporting problems, where necessary.
- Ensuring that all stakeholders adhere to the school's Health and Safety Policies and Procedures.
- Organising and logging information regarding:
  - Water management records
  - Pest control records
  - Waste management
  - Energy usage data collection and record keeping

**The Head caretaker will become a trusted 'Key Holder' for the school and expected to carry out any necessary duties that this may involve call out in the event alarms are triggered etc and is required to be flexible as there will be early starts and evening work required.**

### **Health and safety:**

- Taking reasonable care of own health and safety and that of others.
- Co-operating on all issues involving health and safety.
- Using the appropriate work equipment provided, in accordance with training and instructions.
- Carry out risk assessments.
- Maintain appropriate record keeping.
- Ensure all equipment is maintained effectively, in line with statutory requirements.
- Not interfering or misusing anything provided for health, safety, and welfare.
- Reporting any health and safety concerns to the Site Manager, as soon as possible.
- Ensuring all tasks are completed in a safe manner.

**Other duties:**

- Holiday/cover for the Site Manager, as required.
- Overtime work, when required and in agreement with the Site manager.
- Respond to emergency call outs and act, as required.
- General cleaning, when required.
- Supervision of contractors.
- Painting and decorating, general maintenance, and repairs.
- Health and safety checks, in line with legislation.
- Sweeping/salting and keeping clear school footpaths and car parks.
- Litter collection around the school sites.
- Any other duties that may be required and requested by the Line manager.

**Safeguarding:**

- All staff have a responsibility to ensure that all school Safeguarding Policies are adhered to, at all times and that concerns are raised, in line with School Policy.
- A commitment to attend suitable training, to support safeguarding and health and safety responsibilities within the school.
- Attendance at specific staff training sessions, or INSET days, in line with safeguarding and health and safety legislation.

**Note: Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties which reasonably correspond to the general character of the post and are commensurate with its level of responsibility**

## Person specification

	Essential	Desirable
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge of building maintenance procedures and practices</li> <li>• Demonstrated knowledge of cleaning processes, products, and equipment</li> <li>• Demonstrated knowledge in basic maintenance and tools required.</li> <li>• Understanding of the principles of health &amp; safety (Legionella, Asbestos, Fire Regs) in a school environment including COSHH.</li> <li>• Demonstrate knowledge of security methodology for both building and grounds without risk the health and safety of the school community</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• D.I.Y. skills to undertake day to day repairs and maintenance of building, including the basic knowledge and operation of the school heating system.</li> <li>• Displays commitment to the protection and safeguarding of children and young people.</li> <li>• Must have a flexible approach to working hours, especially to working evenings and weekends and covering holidays and sickness during week days.</li> <li>• Ability to communicate well with adults and students.</li> <li>• Ability to respond calmly to emergencies.</li> <li>• Ability to work in accordance with the school's health and safety policies and the code of safe working practice for caretaking premises staff</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to supervise staff and manage work programmes</li> <li>• Competent use of IT</li> </ul>

<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> <li>• Willingness to undertake induction training.</li> <li>• Willingness to participate in ongoing training.</li> <li>• Willingness to gain first aid certificate.</li> <li>• Knowledge of Health &amp; Safety legislation relating to the role</li> <li>• Practical knowledge of basic maintenance tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 Certificate in Property, Caretaking and Facilities Services</li> <li>• Health &amp; Safety qualification</li> <li>• First Aid qualification (or willingness to undertake)</li> </ul>