



Premises Officer / Caretaker

Dear Sir / Madam,

Thank you for your interest in our Premises Officer/ Caretaker vacancy. I do hope that the information within this pack is sufficient.

The Market Bosworth School is very proud of its students and staff. We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all. The role of Premises Officer / Caretaker is crucial to our school. The successful candidate will join a small team of site staff who ensure on a daily basis that the site is safe, clean and fit for purpose.

We have been rated as an "Outstanding" school by Ofsted 3 times in 2009, 2012 and most recently in 2018. In 2019, we were named as the best state-funded school in Leicestershire by the "Real Schools Guide". This year, 90% of our students gained a GCSE grade 4 or above in both English and Maths, achieving progress in all subjects well above the National average.

We are ideally placed for commuting from a wide area, being situated about twenty minutes from Leicester in the rural and picturesque village of Market Bosworth. Whilst the majority of our staff live within Leicestershire, we have a number who commute daily from Warwickshire, Derbyshire, and Staffordshire.

We welcome and encourage visitors to school. Please feel free to contact Katie Reynolds on kreynolds@tmbs.org.uk for an informal tour or more information should you wish. The closing date for applications is Monday 17th January (9am). Interviews will take place on Thursday 20th January

Applications are encouraged via email where possible. Please include a covering letter, application form and completed equal opportunities form.

Thank you

Stuart Wilson
Principal

Thank you for your application; I do appreciate the time and effort taken.



The Market Bosworth School

An Outstanding Leicestershire Academy

Principal: Stuart Wilson

Vice Principal: David Beckitt

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Advert:

Premises Officer/ Caretaker Grade 8 (£22,185 - £24,495)

The Market Bosworth School is seeking to appoint an exceptional member of staff to join our highly successful, thriving school.

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Specific previous experience is less important than the ability to work successfully as part of a dedicated team. For further details, including pay and hours, please visit www.tmbs.leics.sch.uk

The Market Bosworth School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Criminal Records Bureau.

Closing date: Monday 17th January (9am)

Interviews to take place: Thursday 20th January

Contact: Katie Reynolds, PA to the Principal, The Market Bosworth School, Station Road, Market Bosworth, Leicestershire. CV13 0JT, Telephone No. 01455290251

Assistant Principals: Gary Marshall, John Slattery, Emma Hadkiss **School Business Manager:** Bianca Farrell

Station Road Market Bosworth Warwickshire CV13 0JT

Tele: 01455 290251 Fax: 01455 292662 Email: office@tmbs.leics.sch.uk Website: www.tmbs.leics.sch.uk



School Overview

The Market Bosworth School is a wonderful place for students to learn and an inspirational school to work within.

Our most recent Outstanding report was in March 2018, during an unexpected monitoring inspection where it was confirmed that *“You have maintained an outstanding quality of education in all aspects of the School”*

Academic GCSE achievement and progress has consistently been within the top 10% of all schools since we first converted from an 11-14 school to an 11-16 school in 2014. Our most recent results place us well within the top 5% of all schools nationally on all key government measures. Whilst our academic results have always been exceptional, it is our commitment to the wider curriculum and personal development that we are most proud of.



Currently, we have approximately 830 students and 105 staff. Our rural and pleasant village setting belies our mixed comprehensive intake. Only a very small proportion (59) of our students live in Market Bosworth, reflecting the older age demographic of the village itself. Other students travel up to 10 miles from a wide and diverse geographical area, including around 100 from Leicester City. In September 2021, we welcomed students from 30 different Primary Schools, with just 7 being our official “catchment” feeders.

Deprivation factors that influence our students are mixed due to that wide geographical intake, but many face issues that would not be expected given our school’s location. For example, nearly a quarter of our students live in the worst national category (out of 10) for the “housing and services” deprivation measure. This is 6 times the Leicestershire average. The villages that feed into the school range from larger villages such as Newbold Verdon, Ibstock and Desford, to smaller communities such as Witherley and Sheepy Magna.

“Teachers have excellent subject knowledge and use this to plan activities which inspire and motivate pupils. As one pupil commented, ‘We just enjoy feeding off our teacher’s energy.’ - Ofsted 2018

Assistant Principals: Gary Marshall, John Slattery, Emma Hadkiss **School Business Manager:** Bianca Farrell



Our Mission

“Educating with care to encourage success for all.”

Our Vision

- The Market Bosworth School is committed to providing the skills and knowledge that will allow learning to be part of a lifelong process, ensuring our students grow into ambitious young adults who are excited about the world around them.
- We are committed to raising standards for all our students, promoting the highest possible achievements, regardless of background or ability.
- We strive to educate with care to enable all students to realise their full potential, both academically and socially.
- We aim to work with students, staff, parents and the community to provide a safe and happy learning environment.



We set Strategic Aims each year that support our Mission and Vision. They form the basis of our annual School Improvement Plan and Self Evaluation where necessary.



We place great emphasis upon developing the whole person through the breadth, balance, and range of our curricular and extra-curricular experiences. Extra-curricular activities include residential trips to Le Touquet, Normandy, Sicily and Bormio (Skiing).

Curriculum enrichment has included debating competitions, sports festivals, Vocational Visits and theatre visits, alongside day trips to The Skills Show, Oxford University and The Big Bang Science Fair.

“The curriculum provides ample opportunities for pupils to develop their understanding of fundamental British values. They understand diversity and recognise that others may hold values that differ from their own. Pupils are provided with opportunities to develop leadership skills, for example as peer mentors. Pupils enjoy and appreciate these roles. The curriculum ensures that pupils understand how to keep themselves safe in a variety of situations.” Ofsted 2018

Assistant Principals: Gary Marshall, John Slattery, Emma Hadkiss **School Business Manager:** Bianca Farrell



Job Description

Job Title:	Premises Officer/ Caretaker
Grade:	Grade 8
Salary	£22,185 to £24,495 per annum depending on experience
Hours:	37 per week, full-time. Bank Holidays + 24 Days holiday per year.
Responsible to:	Site / Premises Manager

Job Purpose: To support the Site / Premises Manager in the delivery of a safe, clean, well maintained and inspirational learning environment.

Main Duties:

Contributing to the provision of high quality maintenance, security and cleanliness of the school buildings and grounds which ensures that students have a comfortable, clean, safe and well maintained environment in which to work or otherwise use the school facilities.

To open the grounds and school buildings and 'unset' alarms in accordance with laid down schedules and 'one off' bookings (lettings), to ensure that lessons and other activities are able to take place at the specified times.

Lock school doors and gates and setting alarms in accordance with laid down schedules or as necessary to maximise the security of the school and the grounds at all times and minimise the opportunities for vandalism.

To attend the premises when alarm is triggered, out of hours and liaise with Police as necessary and ensure the premises are secure.

To undertake routine cleaning as a result of spillages and other accidents to ensure that the school is a clean, safe, healthy and comfortable place for students, staff and other users to work in/use.

To monitor the work of the cleaning staff to ensure the work undertaken by them meets the standards in the contract specification to ensure that the school gets value for money, that the school is a clean, safe, healthy and comfortable place for students, staff and other users to use.

To undertake a long term programme of general maintenance work as agreed with the Premises Manager to ensure that the school is maintained in a state of good repair on a cost effective basis in accordance with the School's Development Plan.

To undertake minor repairs and maintenance on an 'as and when necessary basis' to enable the school to be maintained in a state of good repair and lessons and other activities to proceed with minimum disruption.

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Following consultation with the Premises Manager, arrange for repairs and maintenance work to be undertaken by external firms and contractors, securing the best prices and timescales available to ensure minimum disruption to lessons and activities and best value for the school.

To comply with Health and Safety legislation, School Policy and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities. Report any breaches of safety regulations/policies or other safety concerns noticed to the Premises Manager, to enable the school and school grounds to be safe and healthy places for students, staff and other uses to use.

To undertake checks of the boilers in accordance with laid down schedules and to take any remedial action necessary or to report faults so that remedial action can be taken as soon as possible, to enable lessons and activities to take place without disruption.

To undertake 'litter picking' and other tasks associated with maintaining the grounds in a clean and tidy state for students, staff and other users.

To assist with the distribution of deliveries of orders, to ensure that supplies and equipment required by students and teachers and other staff are available when needed.

To 'lay out' the hall and other rooms as requested to ensure that lessons and activities can take place without disruption or delay.

To undertake the electrical testing of electrical appliances throughout the school in accordance with recommended procedures to ensure all equipment is safe.

To move furniture and other items of equipment around the school as requested to enable lessons and other activities to take place without disruption or delay.

To monitor stock levels of materials, order as necessary and store appropriately to ensure that work can be carried out in accordance with laid down schedules and safety instructions.

To carry out letting duties as required, following agreed procedures to ensure that lettings can take place without disruption, delay or cancellation.

Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms following an annual performance management review.

This post is subject to enhanced disclosure from the Criminal Records Bureau.

Assistant Principals: Gary Marshall, John Slattery, Emma Hadkiss **School Business Manager:** Bianca Farrell



Person Specification:	
ESSENTIAL	DESIRABLE
Good practical maintenance skills Understanding of how buildings operate Enjoy working around young people	Experience of working within buildings maintenance Evidence of good relationships with young people Experience / skills within a specific trade area i.e. <ul style="list-style-type: none">• Joinery• Plumbing• Building• Electrical work• Decorating
Willingness / ability to learn new skills and undertake professional development relevant to the role where needed.	Evidence of undertaking a similar or comparable role previously. Good standard of general education including GCSE or similar qualifications in English & Maths.
Good communication and interpersonal skills. Be able to develop good relationships with staff and students	Evidence of working with a range of people
Proven organisational skills	Evidence of managing own workload and time
Self-motivated, ability to work on own for much of the time. Hard working, taking pride in the role and duties.	Evidence of using own initiative
Ability to work under pressure and react calmly	Evidence of meeting deadlines and ability to prioritise
Commitment to professionalism, confidentiality and high standards of conduct at all times.	
Recent record of good health and attendance	

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Personal qualities:

- ✓ Honest and hard working
- ✓ A good sense of personal presentation
- ✓ Good sense of humour, friendly manner
- ✓ Loyal



Closing date: Monday 17th January (9am)

Interviews to take place: Thursday 20th January

Please complete an application form and send this, together with a covering letter to:
Stuart Wilson, Principal,
The Market Bosworth School,
Station Road,
Market Bosworth,
Leicestershire. CV13 0JT

Applications are also possible via email to office@tmbs.leics.sch.uk

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