

St Gregory's

CATHOLIC SCHOOL



School Caretaker

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



St Gregory's students make the world a better place

Letter from the Headteacher

Dear Prospective Candidate

Thank you for your interest in this exciting opportunity to join our dynamic team of dedicated professionals striving to provide our students with the very best Catholic education possible.

Our mission is clear and profound: to provide every student in our care with a world-class Catholic education, ensuring they are embraced by our inclusive and loving community. At the heart of our educational philosophy is the belief that **every child is known and loved**. Inspired by the life of St Gregory, we strive to empower our students, teaching them to understand their own unique value and dignity. Through this understanding, they can recognise and realise their God-given potential.

We aim for our students to become servant leaders, guided by principles of empathy and integrity, making unique and positive contributions to society and the world. We hold ambitious expectations for our students and challenge them to strive for the very best they can achieve. We enable our students to take personal responsibility for their education and development, overcoming barriers and owning their actions so that they can be rightly proud of their achievements.

At St Gregory's, we are dedicated to creating a safe environment for our students so that they can be themselves with confidence. Clear expectations are provided, allowing them to flourish academically, emotionally and spiritually. Our commitment to truly knowing each student enables us to provide a nurturing atmosphere where they can grow and thrive.

Central to our educational approach is the emphasis on personal and spiritual development. Opportunities for prayer, reflection, and collective worship form an integral part of school life. Through these experiences, students gain a deeper understanding of themselves and their spiritual formation. We encourage them to reflect on their lives, their beliefs, and the unique role they play in the world around them.

By joining us, you will play a crucial role in shaping the educational journey of our students. We would be delighted to discuss how you could become a part of our dynamic community, where a commitment to excellence, inclusivity and the values of our Catholic tradition defines who we are.

Thank you for considering St Gregory's as the place to inspire and be inspired.

Yours faithfully
Mike Wilson
Headteacher - St Gregory's Catholic School



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School vision and values

Our Vision

We provide the students in our care with a world-class Catholic education. We guide our students to understand their own unique value and dignity. Inspired by the life of St Gregory, we empower our students to approach, with vigour, the opportunities of their education; to recognise and realise their potential as servant leaders and use their discernment to choose how they will make the world a better place.

Our Aims

With Christ's **love** at the centre of all that we do, students;

- **live** life to the full
- **learn** all they can about their world in order to
- **lead** lives which change it for the better

Students accomplish this because our curriculum:

- is appropriately ambitious for all our students, including SEND and Disadvantaged students
- is progressive, interleaved and sequenced to develop knowledge and understanding
- provides opportunities to develop and strengthen literacy across all curriculum areas
- provides opportunities for reading
- promotes opportunities for the development of strong relationships, healthy lifestyles and good wellbeing
- challenges students to apply their knowledge and make informed decisions
- teaches our students how to learn and develop scholarly habits so that they become confident, independent learners
- promotes a learning environment in which students discover and develop new talents helping them to become well-rounded individuals
- provides world class opportunities in our schools' four pillars enabling students to gain a strong understanding of how to achieve success through balance in their lives

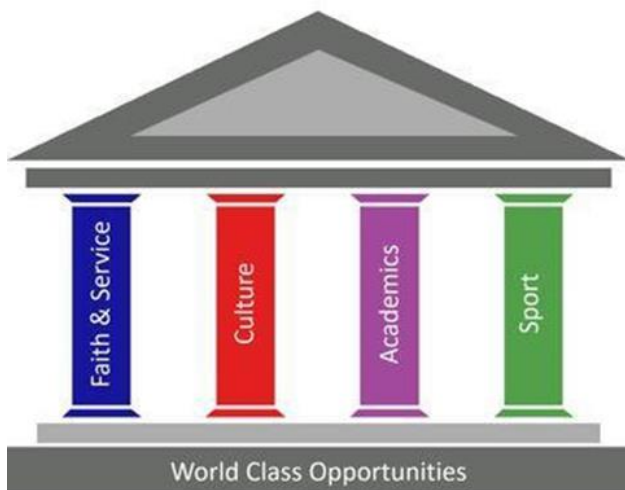
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School vision and values

These pillars provide a framework to focus students as they set ambitious goals for their future.

Our aim, through our curriculum is to develop young people:

- who are happy and feel fulfilled
- who have the confidence, resilience and knowledge to build relationships, pursue active and healthy lifestyles and stay mentally healthy
- who are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- who know how to learn and evaluate their own strengths to make progress
- who can make and articulate informed decisions and are aware of their rights and responsibilities in a global society
- who demonstrate respect, compassion and empathy towards the beliefs and values of others
- who possess the cultural capital they need so that they are not disadvantaged by the social context in which they live



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About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 26 academies of which 21 are primary schools and five are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



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Role description

Kent Catholic Schools' Partnership wishes to appoint a **School Caretaker** to provide general maintenance and site security to St Gregory's Catholic School. The school is part of the Kent Catholic Schools' Partnership multi-academy trust which comprises 26 schools in total. The post holder will be based at St Gregory's Catholic School Tunbridge Wells.

The Role:

As part of the Site Team, the main purpose of the role is to maintain the school site and the security of the premises. To ensure the Health & Safety of all students and staff by completing statutory maintenance checks and overseeing cleaning contractors. Previous experience of working in a school environment or within the building trade would be an advantage, although not essential for an outstanding candidate.

Benefits of working at St Gregory's:

- A supportive and caring working environment for staff and students
- A research-informed approach to curriculum design and assessment
- Fully planned and resourced schemes of work for KS3 and KS4
- Opportunity to teach KS5 for the right candidate
- Dedicated and bespoke CPD time for all staff each term
- Opportunities to complete external qualifications
- Free Gym Membership
- Kent Rewards Scheme



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Job description

Job Title:	Caretaker
Salary Grade:	KR5 (£24,040 – £25,002)
Hours	Monday to Friday, 37 hours/week
Line Manager:	Facilities Manager

Purpose of Job:

A site maintenance role providing security, caretaking and general maintenance to the school, covering lettings and site staff absence. 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 including those for lettings
- Attend to contractors and visitors that are on site, ensuring a safe environment is maintained and liaising with the site 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
- Service to maintain the 3G artificial grass pitch
- 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/Academy Principal/ Executive Principal.
- Support lettings and willingness to cover holiday/sickness for Site Team shifts
- 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.
- mobility.

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	E
	Previous experience working in a similar role, preferably in a nursery/school/academy setting	D
	Previous experience of a building trade/maintenance role Knowledge of Health and Safety Procedures and Regulations	D D
Personal Development	Ability to identify own learning needs	E
	A commitment to continued professional and personal development	E
Skills, Qualities & Abilities	Happy and positive disposition.	E
	Can do attitude	E
	Trustworthy, reliable and punctual.	E
	Ability to undertake all the physical aspects of the job	E
	Clean and well presented.	E
	Excellent communication and interpersonal skills (verbal & written)	E
	Willingness to sometimes adjust working arrangements to meet changed circumstances.	E
	Excellent Organisation	E
	Dedication	E
	Ability to follow work routine/instructions	E
	Able to organise own work load	E
	Willing and able to work as part of a team	E
	Willingness to participate in development and training opportunities	D
	Competent in using computers in particular Microsoft Word and Excel	D
Working knowledge of relevant policies of practice/legislation	D	
Knowledge of Health & Safety procedures and regulations	D	
Knowledge of COSHH regulations	D	



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Application process

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

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

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

Closing date for applications: 15 October 2024 at 9am

Interviews to be held from: w/c 21 October 2024

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 Gregory's 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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