



THE ELLEN WILKINSON SCHOOL  
FOR GIRLS

## SCHOOL CARETAKER

RECRUITMENT INFORMATION

A SPECIALIST COLLEGE FOR  
SCIENCE & MATHEMATICS







## BACKGROUND

**T**he Ellen Wilkinson School for Girls aims to represent excellence, independence and empowerment in the education of women. The school is fortunate to employ over 200 staff, educate over 1,400 girls, and boast a 5,000m<sup>2</sup> site.

We are proud to provide a curriculum that is not only challenging and engaging to our students, but also creates the best opportunity for every woman in the school to become independent and confident to face the challenges of a complex and challenging world.

Our curriculum is developed with the interest of every student at its core, with the primary purpose of ensuring they leave with the life skills to reach their potential and lead fulfilling lives. The rich curriculum we offer allows our students to thrive equally in academic and creative disciplines. This is complimented with an extensive range of extra curricular activities which are designed to enhance the students' experience at every level.

We are united with our stakeholders by a strong sense of community and service, for the purpose of ensuring that all of our students make exceptional progress in their own unique ways. We are consistently amongst the top schools for value added; that is to say our students demonstrate amongst the highest rates of growth and

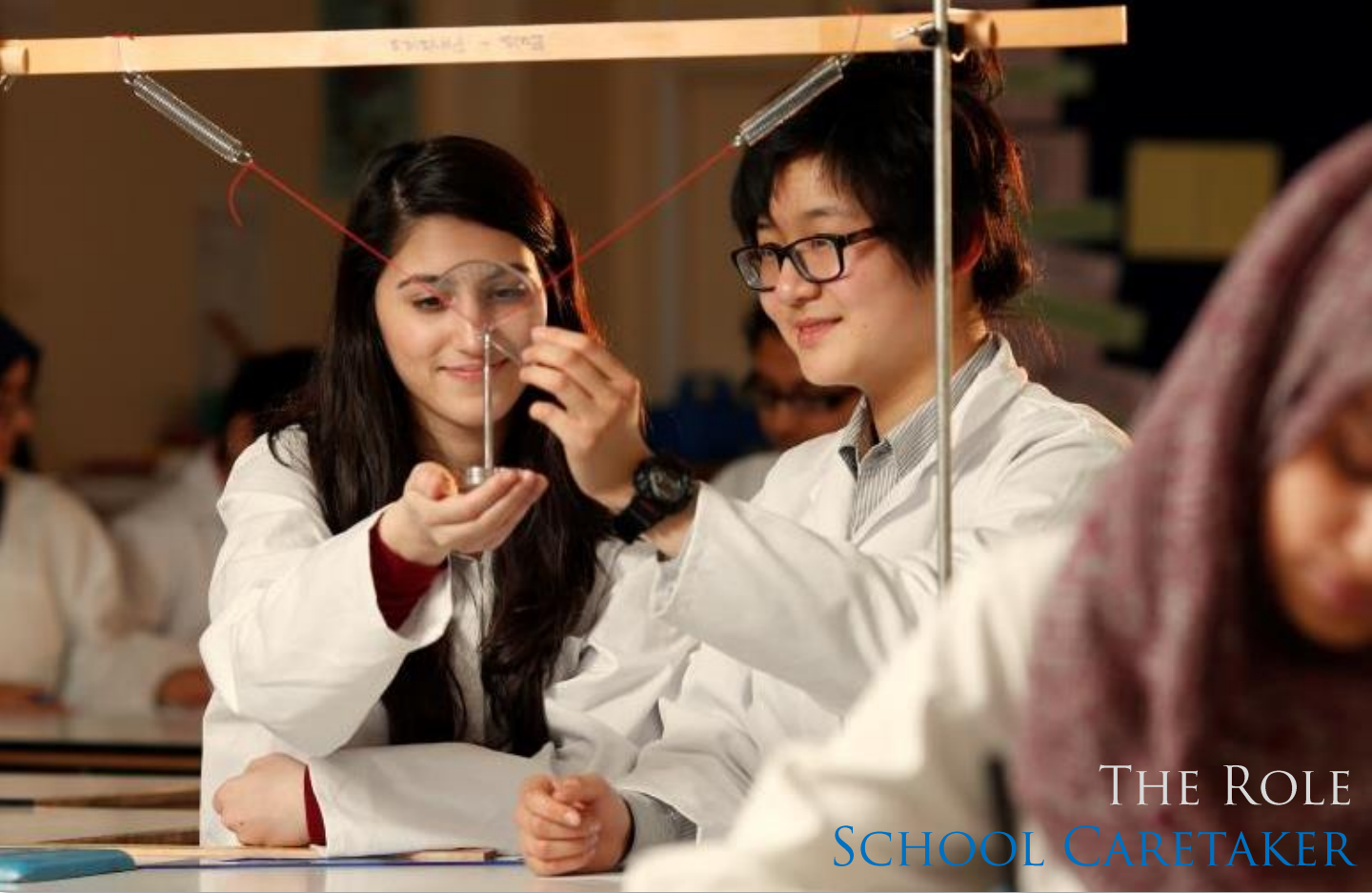
development between the moment they arrive at the school and the time they leave. Of course, our very top students perform exceptionally well and advance on to top universities across the country.

The Ellen Wilkinson girl, by the end of her time at the school, will have achieved outstanding personal success and have developed a genuine love of learning. She will continue her pursuit of education and excellence and will, above all else, leave confident and prepared to play a vital role in society – It is this anchor which underpins all of the work we do individually and collectively as a staff.



A British Science Association programme





## THE ROLE SCHOOL CARETAKER

<b>Post Title:</b>	<b>School Caretaker</b>
<b>Report to:</b>	<b>The Site Manager</b>
<b>Salary:</b>	<b>Scale 3 – Point 5 (approximately £28,803pa, inclusive of OLW and Ealing Supplement)</b>
<b>Hours:</b>	<b>35hours per week, 52 weeks per annual, Immediate start</b>

**The post has a probationary period of six months.**

### **Main purpose of the post**

To deputise for the Site Manager as appropriate. To assist the Site Manager in the provision of an efficient flexible caretaking service that meets the needs of all the users of the school premises, pupils, staff, parents, visitors and members of the community.

### **Duties and Responsibilities**

*To carry out duties at all times with due regard to the principles of Equal Opportunities*

### **Security**

When on duty to ensure the school premises and equipment are safe and secure at all times:

- Opening and securing school premises as required. This will involve both early morning opening and late evening securing
- Reporting breaches of security to the Site Team
- Reporting cases of illegal entry to the Site Team
- Securing valuable items of equipment left unsecured, especially during holiday periods
- Ensuring external/internal security lights are operating
- Preventing trespass, including challenging identity of unknown persons and escorting individuals to the school office
- Ensuring that unauthorised parking of vehicles does not occur
- Assist and cover the security guard on the entrance gate as and when required



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### **Cleaning**

To assist the Site Manager in the cleaning of the school and grounds. To assist in the general cleaning of the school and the removal of rubbish. When on duty and as directed by the Site Manager :

- To ensure that graffiti, spillage, vomit etc. are removed promptly
- To ensure that toilet paper, soap, paper etc. are replenished as appropriate
- To monitor the cleaning staff and ensure the standard of cleaning is adequate and that bins are emptied daily

### **Heating**

- To monitor and control the heating
- As directed to clean boiler houses and boiler plants
- To report defects to the Site Manager

### **Lettings**

Whilst on duty:

- To liaise with the Lettings Manager as and when required
- To ensure that the premises are in a satisfactory state prior to the letting
- At the beginning and end of the letting, to be on the premises to meet the hirer
- To inspect premises before and after lettings and report any incidents of damage
- To reinstate any area, which has been hired
- To carry out any security patrols needed during the letting
- To undertake normal caretaking duties as listed in other sections of this job description during the whole of the period of hire except when carrying out duties (i) to (vi) above

### **Premises Maintenance**

Whilst on duty:

- To carry out minor repairs
- To arrange access and assist with contractors, service engineers, deliveries etc.
- To renovate and carry out minor repairs to school furniture
- To carry out minor repairs to the school premises and equipment. This will include simple areas of decoration
- To keep drains and gullies free flowing, including unblocking if necessary



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- To maintain dustbin area so it is tidy
- To clear snow and ice and spreading salt on paths around the school during inclement weather
- To empty litter bins daily
- To keep all areas of the school grounds and buildings free from litter, including flower beds and boundary fences and hedges, to sweep paths
- To dispose of unwanted materials, furniture and equipment as necessary
- To lubricate locks, gates, pumps and machinery
- To adjust clocks to the correct time and replace batteries when required
- To ensure lights are in good working order, carrying out light bulb tube and light cover replacement if necessary  
Ensure efficient use of lights and to save energy, where possible
- To replace all electrical defaults arising, switches etc.
- To attend training courses as necessary e.g. legionella, fire marshal etc.
- To ensure that contractors sign in/out at reception
- To ensure the school's asbestos procedure is followed where appropriate
- To ensure all works are carried out in accordance with H&S procedures
- To ensure pest control measures are strictly observed

### **Porterage**

Whilst on duty:

- To distribute goods and equipment to various locations around the school when deliveries have been received and checked
- To move and set up furniture and equipment for exams, assemblies etc.
- To collect and deliver items to and from local venues, including the Post Office, timber and hardware stores etc.

### **Health and Safety**

- To check and secure trailing leads and cables
- To report all electrical defaults, arcing, switches etc. and take such emergency action as is necessary
- To report defective electrical items
- To check all high access equipment (ladders etc.)
- To report any dangerous or hazardous occurrences and taking appropriate action
- To run mains water for a specified duration to remove static water from pipes



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- To clear and remove offensive substances left in school grounds e.g. by dogs and cats
- To act as basic first aider
- To carry out regular maintenance tests as required

All tasks to be undertaken in compliance with the School's Health and Safety Policy.

### **General Duties**

- To be 'on call' during working hours on the school premises and to carry a radio to assist location when needed
- To be able to respond to emergency calls
- To carry various safety, maintenance, testing checklists

**This is a Job Description only and is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education Act (School Teachers' Pay and Conditions of Employment) Order 1987 Schedule 3. The Head of the School may vary the duties from time to time without changing their general character or the level of responsibility entailed. Any modification or amendment will be made after consultation with the holder of the post. Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment**



### **General**

The post holder will be required to meet and relate to pupils, staff, parents, contractors, members of the public etc. and must therefore be able to deal with all people in a polite and courteous manner using common sense.

The post holder must have or be able to quickly acquire:

- The ability to work as part of the Site Management team and carry out duties as directed, including working flexible hours
- The ability to assume responsibility for Site Management duties whilst on duty and in the absence of other site staff
- Experience in and understanding of building maintenance requirements and the ability to carry out simple repairs and handyman tasks efficiently and effectively
- The ability to carry out cleaning functions as directed, manage cleaning staff and operate appropriate site machinery.
- The ability to work effectively under pressure
- Awareness and commitment to the school's Equal Opportunities and Health & Safety Policies and wider 'green issues'
- A willingness to undertake a wide range of tasks related to premises not necessarily defined in the Job Description; to use initiative and to problem solve
- Basic ICT skills
- Good basic general education
- GCSE grade C or equivalent in Mathematics and English
- Trade knowledge of plumbing and/or electrical is advantageous but not essential





## LIVING AND WORKING IN EALING

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### Transport

**Tube:** The school is a very short walking distance from West Acton Station (Central Line Zone 3) and North Ealing Station (Piccadilly Line Zone 3), offering very short travel times to and from the West End and Westfield Shopping Centre.

**Rail:** The Elizabeth Line connects you from Ealing Broadway to Paddington in 15 minutes, to Heathrow Airport in 30 minutes and to Reading in 50 minutes.

**Bus:** Ealing is served by an impressive number of bus routes, including the 65 (to Kingston), 483 (to Harrow) and 297 (to Willesden).

**Cycle:** Proposals to build a Cycle Superhighway between Tower Hill and Acton could make life even easier for Ealing cyclists, who currently enjoy a 40 minute cycle to Hammersmith.

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### CULTURE AND AMENITIES

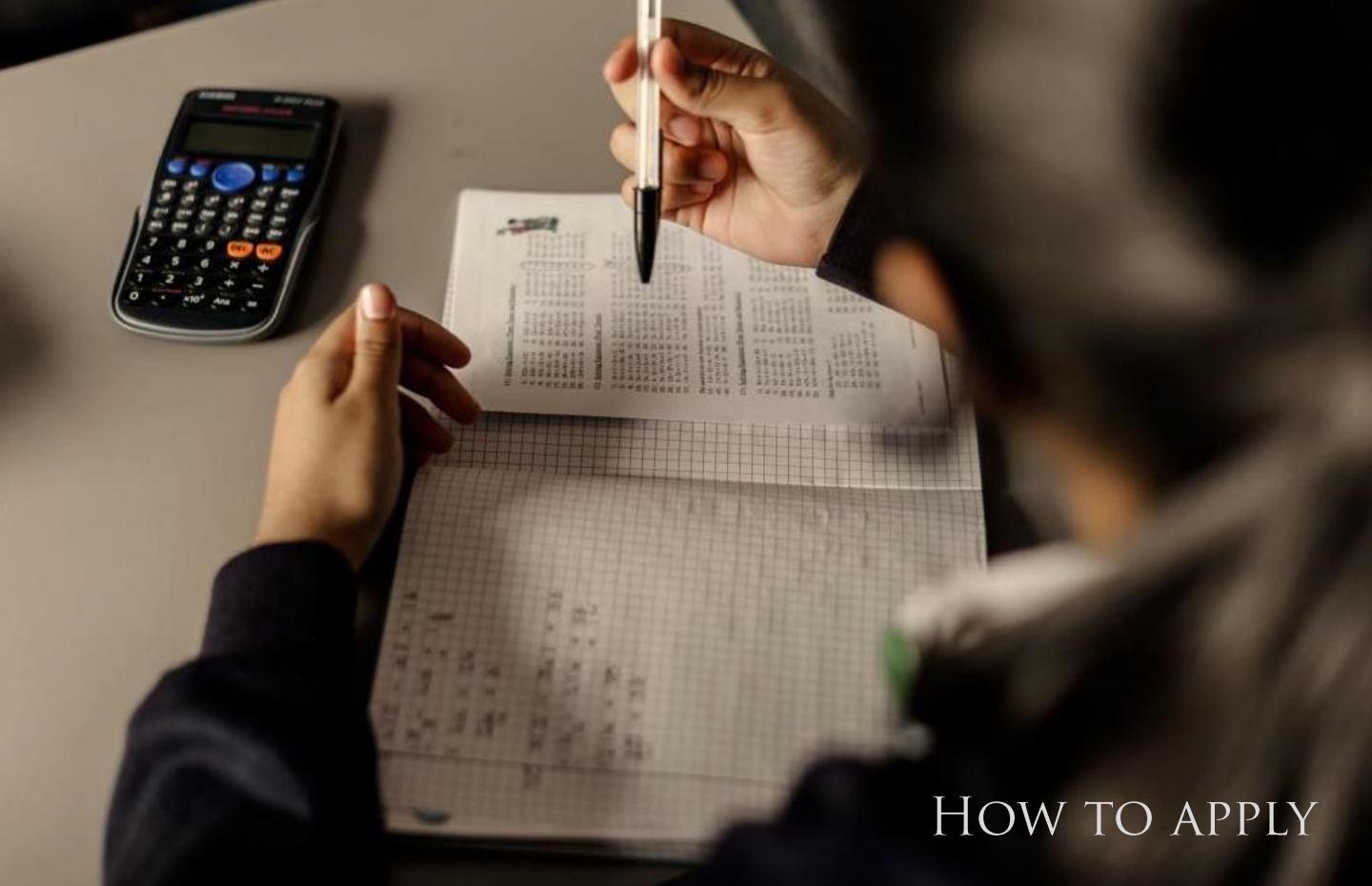
Popular restaurants and bars include The Grapevine, The Grange, and Meadow Restaurant, historically winning the Good Food Guide Readers' London Restaurant of the Year.

The borough enjoys its very own Blues, Jazz, Comedy and Beer festivals throughout the year.

Savvy shoppers in the area go to Ealing Broadway Shopping Centre which has most high street chains and just a little further away, to Westfield Shopping Centre.

The Pitshanger Bookshop is an Ealing institution and the independent store has been helping locals pick out their next must read for almost 20 years.

Ealing continues to prove itself as a perfect mix of green suburban charm and urban convenience and accessibility.



## HOW TO APPLY

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he Ellen Wilkinson School for Girls seeks to appoint a **School Caretaker** to contribute towards the vision and effectiveness of a dedicated and successful school.

Closing Date for applications is on **Friday 10<sup>th</sup> January 2025 at 12 noon.**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to an enhanced DBS check and medical questionnaire.

Applications should be submitted to the office, via email, in the post or in person at:

**HR Administrator**  
**The Ellen Wilkinson School for Girls**  
**Queens Drive**  
**London**  
**W3 0HW**

[hr@ellenwilkinson.ealing.sch.uk](mailto:hr@ellenwilkinson.ealing.sch.uk)

[www.ellenwilkinson.ealing.sch.uk/1321/vacancies](http://www.ellenwilkinson.ealing.sch.uk/1321/vacancies)



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QUEENS DRIVE, LONDON W3 0HW  
0208 752 1525 | [WWW.ELLENWILKINSON.EALING.SCH.UK](http://WWW.ELLENWILKINSON.EALING.SCH.UK)



THE ELLEN WILKINSON SCHOOL  
FOR GIRLS

INSPIRING

PASSIONATE

NURTURING

SUCCESSFUL

CREATIVE

A SPECIALIST COLLEGE FOR  
SCIENCE AND MATHEMATICS

The Ellen Wilkinson School for Girls is a high achieving, creative and vibrant school superbly located in the heart of Ealing, where girls receive the encouragement and support to become successful, determined and confident young women.

This year, the school achieved outstanding GCSE results including a Progress 8 of +0.98

## SCHOOL CARETAKER

**35 hours per week, 52 weeks per year, Immediate start**

**Salary: Scale 3 Point 5 Approximately £28,803 per Annum**

**Inclusive of London Weighting Allowance & Ealing Supplement Allowance**

**This post has a probationary period of six months**

A Caretaker is required to join our site management team to providing an efficient and effective caretaking, maintenance and site management service to meet the needs of all users of the school premises.

Site management operates on a shift- based system. Previous caretaking experience would be an advantage.

**The Closing Date for the post is Friday 10<sup>th</sup> January 2024 at 12 noon.**

Recruitment Pack and Application Forms can be obtained from

[www.ellenwilkinson.ealing.sch.uk/1321/vacancies](http://www.ellenwilkinson.ealing.sch.uk/1321/vacancies)

Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment.

