



Site Caretaker/Maintenance Person

TOR BRIDGE HIGH, Plymouth

Closing Date: 9am on Wednesday 11th September 2024

Ted
Wragg TRUST



Tor Bridge High

This is an extremely exciting time to be joining Tor Bridge as we have recently been welcomed into the Ted Wragg Multi Academy Trust who are an ambitious and inclusive trust of schools. This collaboration will strengthen our community through providing the very best education for our young people, no matter what their background. Students will leave us with the skills and support they need to be the best that they can be, becoming ambitious, independent and positive members of our community.

Tor Bridge High is situated on a large site with excellent modern facilities and resources, having been rebuilt in 2012. We are a truly unique community school with close partnerships between our outstanding on-site primary school, Tor Bridge Primary; special school, Cann Bridge; and community assets such as a Estover Library and The Soundhouse Arts provision as part of our shared campus. Our School is a well-established secondary school, with a thriving sixth form. Tor Bridge High caters for up to 1,250 students and is oversubscribed; it has been oversubscribed consistently for many years and this affirmation from our community is something we are immensely proud of.

Close partnerships ensure numerous opportunities for both staff and children to collaborate, and grow great people. The aim is to secure high achievement and to maximise outcomes, aspirations and wellbeing for all children and young people in the learning community. Just as we are committed to ensuring the best for our students, so too is this true of our commitment to our colleagues. We want you to reach your full potential and enjoy the benefits of working as part of a friendly, collaborative and professional team. We actively encourage continuing professional development and strive for a working environment which innovates and celebrates success.

In our most recent Ofsted inspection (November 2021), in which we were, once again, rated as Good in all aspects; Ofsted noted that “staff and pupils have strong relationships” and that teachers have “high expectations of our students”. What is more, leaders have “a clear vision for the school”. This year we are thrilled to report the best GCSE results to date with over 44% of our students achieving Grades 5 and above.

Our core values of Ready, Kind and Safe set out clear expectations for students: -

READY to learn: be punctual, wear correct uniform, bring correct equipment, ensure learning is disruption-free.

KIND: work as one team to support all to be successful.

SAFE: be conscious of those around us, ensuring that everyone feels confident within school and their learning.



As a potential candidate, if you are excited and passionate about being a part of the journey to be unashamedly ambitious for all learners and you share our passion for creating a culture which supports the highest of expectations, then we can offer you the chance to make a difference, and we very much look forward to receiving your application and welcoming you to Tor Bridge High.

Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



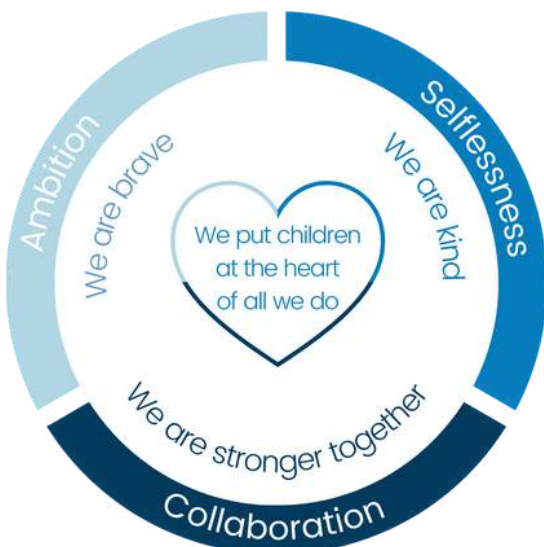
Welcome from the Ted Wragg Trust
CEO, Moira Marder



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

We demonstrate our love through our values



How we will succeed



Advertisement

Tor Bridge Partnership is a unique set up of three separate schools, sharing facilities across a purpose-built campus. The schools are Cann Bridge, Plym Bridge Nursery, and Tor Bridge High.

We are seeking to appoint a Site Caretaker/Maintenance person to join a team who provide a complete service to the three schools. The main duties will include securing the site at the end of the day, general maintenance and repair tasks. The successful candidate will be someone who embraces our ethos of working together in a collaborative and supportive manner.

Further to this the successful candidate will also:

- Have an enthusiastic 'can do' approach.
- Have an eye for detail.
- Possess proficient maintenance skills.
- Be hard working, efficient and energetic.
- Be a proactive thinker who is willing to share ideas for improvement.
- Have experience of general repairs and maintenance skills.
- Be able to carry out small building projects and decoration programmes as necessary.
- Hold good health and safety knowledge.
- Be willing to attend emergency call outs as necessary.
- Have a flexible approach.
- Be a good team player.

All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.

Key Details

Job title: Site Caretaker/Maintenance Person
Location: Tor Bridge High, Miller Way, Plymouth
Grade: Range Grade C Point 5 - 7
Salary: £23,500 - £24,294
Hours: 37 hours per week - full-time

Closing date: 9am on Wednesday 11th September 2024
Interviews: to be confirmed
Required from: ASAP

If you share our mission to have the best outcomes in the country by 2027, we would love to hear from you.



How to apply

If you would like an informal conversation about this role please contact Human Resources at TBH-HR@torbridge.net

Please select the application form below and email it to: TBH-HR@torbridge.net

Click [here](#) for the Support Staff application form





Job Description

Main duties and responsibilities:

- Working with other caretaking staff and/or cleaning staff to ensure that all cleaning and maintenance of the premises is to the standard required.
- Arranging access to the site, as required such as in the absence of the Senior Site Caretaker for external contractors.
- The cleaning of the premises to the standard required in line with the grading of this post, including in emergency situations.
- Maintenance tasks in line with the grading of this post.
- Carry out repairs and maintenance projects.
- Responsible for completing compliance checks as directed by the Site & Facilities Manager.
- To fully secure the premises to include checking that all doors are locked, windows are closed and alarms set as appropriate when the campus closes. This particularly applies during evening working.
- Checking for any damage, making said damage safe and reporting to the Site & Facilities Manager all aspects of graffiti, damage and vandalism.
- Throughout the shift checking of toilets, washrooms etc. and replenish toilet rolls, paper towels etc. as necessary.
- Checking of heating and lighting to ensure maximum efficiency.
- Maintenance of the external areas of the premises as directed by the Senior Site Caretaker in line with the grading of this post. To include pathways, driveways, steps and gullies, clearance of leaves and basic maintenance of surfaces to include weeding, salting and gritting.
- Carrying out litter duties at the direction of the Site & Facilities Manager.
- Availability to respond to emergency call-out in line with procedures as defined by the Senior Site Caretaker or the Site & Facilities Manager.

Health & Safety:

- Ensuring that all aspects of the Health and Safety at Work Act (1974) are followed at all times.
- To comply with specific health and safety guidance when carrying out role such as working at height, manual handling, safe working practices, the use of PPE etc.
- Work within the requirements of the Academy's Health and Safety policy, performance standards, safe systems of work and procedures.
- To complete annual Health & Safety training as required.

Other job requirements:

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Academy's constitution and its policies and procedures.
- To be active in your continued professional development and have an interest and ambition in improving their practice.
- Undertake other duties appropriate to the grade of the post.

This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general character of the job.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.



Person Specification

Qualifications	Essential	Desirable
Minimum of 5 GCSEs (or equivalent) to include Grade 9 - 4 (A-C) in English Language and Maths.	●	
Professional building trade qualification/apprenticeship		●
First Aid (or willingness to be) trained	●	
Experience		
Good maintenance and general DIY skills	●	
Computer literate (ability to use: email, word etc)	●	
Experience of working in an educational establishment		●
Proven track record of working within a team and on own initiative		●
Experience in similar role		●
A good understanding of security	●	
Skills and Knowledge		
Excellent administration skills		●
Excellent inter-personal skills	●	
Ability to communicate with people of all ages	●	
Work to often tight and pre-defined deadlines	●	
Operate within policies and procedures with an awareness of equal opportunities	●	
Establish and develop good working relationships with staff and students	●	
Work under pressure, always adopting a professional profile	●	
Personal		
Have a willingness to extend skills through appropriate training.	●	
To understand your personal limit when lifting/moving loads	●	
Ability to work at height	●	
Able to remain calm and positive under pressure	●	
A passion and desire to drive things forward.	●	
The confidence to think around a problem and do things differently if required	●	
Commitment to working within the School's Safeguarding Policy and Procedures	●	
Commitment to high standards and expectations	●	
Flexibility to work outside school hours.	●	

Tor Bridge High and the Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

Why work at Tor Bridge High?

Relationships & Culture

Building a positive culture underpins any successful school and we, therefore, work hard as a team to create a culture rooted in mutual respect, in which teachers can teach and students can learn. We believe that students should be Ready, Kind and Safe for learning and our Ten Habits of Excellence are explicitly taught through our pastoral curriculum.

At Tor Bridge High, we pride ourselves on setting the highest of standards for our students and we uphold these through positive relationships that are built on trust, kindness and safety. Staff are supported through a consistent and centralised behaviour system underpinned by a dedicated pastoral team.

Continuing Professional Development

At both Tor Bridge High and the Ted Wragg Trust, we invest in our staff as part of our Trust 'Grow Great People' strategy. We are committed to growing you into the best leader possible and believe that staff development is fundamental to building a highly ambitious and aspirational school. Moreover, we are proud to have a staff body who have high expectations for themselves and who model these to our students in order to create the same culture at all levels.

Staff are the most valuable asset within a school, thus, our second-to-none commitment to coaching encompasses both 'instructional coaching' for teaching and 'leadership coaching' to foster the development of our teams and the continuous improvement of our staff. At Tor Bridge High, there is a culture of feedback with an emphasis on self-reflection and impact. All staff receive personalised instructional coaching every two weeks.

We want to create dynamic and innovative teams where staff are learning collaboratively from one another; we encourage staff to seek these opportunities both internally and externally and to deliberately incorporate evidence-informed practice into their teaching to improve our school performance.

Growth & Development

We believe passionately that every student will succeed through an ambitious, broad and balanced curriculum that meets the needs of all students and through highly skilled adaptive teaching. Our curriculum is driven by academic rigour and powerful knowledge that prepares students for the rigours of future study and work. We are committed to celebrating diversity and inclusivity through our curriculum.

We have a centralised curriculum, collaborating across departments and other schools to both share resources and to avoid duplication and unnecessary work at all levels. We provide our curriculum teams with the autonomy to decide the very best curriculum to enable our learners to thrive and flourish. The centralised curriculum ensures that all students have an equity of experience and ensures that teachers are not burdened by daily planning; instead they can focus on adaptive teaching and meeting the needs of all learners, alongside reducing workload.

Community, Personal Development & Enrichment

Tor Bridge High is the heart of the community and therefore, we take pride in our responsibility to serving our local families through strengthening family and community engagement, and helping the community to access services and additional resources. We understand the social and economic challenges faced by the community and the impact these can have on our students and their families, and we believe that we have an important role to play in tackling inequality by working in close partnership with families and the wider community.

Education is not simply a collection of grades obtained at the end of examinations; education is about holistic growth and cultural development. We aim to accelerate the personal growth of all students by providing them access to a range of experiences that may not otherwise be available to them. This includes trips to theatres, galleries and concerts; residential trips that develop character; sporting opportunities; charity expeditions abroad and so much more. Further growing the breadth of extra-curricular activities is important to fulfilling our vision to ensure that every single child has access to culturally rich experiences.



Growing Great People

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford - Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.





Recruitment Pack

Thank you for your interest!

Ted
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