



# Kimbolton School

CAMBRIDGESHIRE



## APPLICATION PACK

Afternoon Caretaker (Prep)

To start as soon as possible

# CONTENTS

- Welcome
- The School
- Commitment to Safeguarding
- The Department
- Duties and Responsibilities
- Person Specification
- Terms and Conditions
- Method of Application
- Notes



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# Welcome

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding [HMC school](#). All our staff, regardless of role, play an important part in the provision of our first-class education.

## Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

## Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, "Safeguarding Children – Keeping Children Safe in Education Sept 2022, specifically Part 3", as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our Policies page to read our Safe Recruitment Policy at [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies).

You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



# Job Description

## Afternoon Caretaker

### Kimbolton Preparatory School

**Required as soon as possible**

#### The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at [www.kimbolton.cambs.sch.uk](http://www.kimbolton.cambs.sch.uk).

#### Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

#### The Department

The Domestic Department is responsible for the cleaning of the School on a daily basis, setting up for events, clearing away from functions and other events, opening the School each day and, in conjunction with the security team, locking up and setting alarms as necessary in the evening. The Department is also responsible for the management of School transport (including the School's Minibus fleet), purchase and supply of furniture and oversight of staff accommodation on site and in the village. There are two Caretakers at the Senior School and two at the Prep School.



## Duties and Responsibilities

Task	Key Performance / Achievement Indicators
The management and organisation of the cleaners and supervision of their day to day activities to ensure provision of services in and out of term.	<ul style="list-style-type: none"> <li>• Term time and holiday dates known and understood by all staff.</li> <li>• Employees organised to carry out tasks and aware of what is expected and when.</li> <li>• Routine absence or shortage is covered.</li> <li>• Briefing and shift handover with other caretaker.</li> </ul>
Monitor and audit the frequency and standards of cleaning achieved by staff in each area or department.	<ul style="list-style-type: none"> <li>• All staff aware of daily, monthly, termly cleaning schedule.</li> <li>• Staff are advised of any shortfall in quality or frequency, re-inspection is undertaken at agreed time but within one week max of shortfall.</li> <li>• High standards achieved – low incidence of user complaints.</li> </ul>
The safe use of equipment and materials by the cleaning team in accordance with School Health and Safety Policy and COSHH.	<ul style="list-style-type: none"> <li>• Assist with completion of risk assessments as required.</li> <li>• Maximise use of suppliers and school resources to assist with COSHH &amp; H&amp;S training and risk assessments.</li> <li>• Maintain records of any training given.</li> <li>• No H&amp;S incidents or accidents.</li> </ul>
Set up and clear down of facilities as required for internal and external events, i.e. parents' evenings, governors' meetings, ad hoc meetings, which occur in and out of term.	<ul style="list-style-type: none"> <li>• Aware of all functions and events.</li> <li>• Areas prepared and cleared in good time.</li> <li>• Good cooperation and communication with other departments staff and external users.</li> <li>• Briefing and shift handover with other caretaker.</li> <li>• Satisfied users.</li> </ul>
Replacement, reorganisation and cover of tasks in the event of staff absence due to sickness, holiday or shortage.	<ul style="list-style-type: none"> <li>• Discuss with DSM to agree a solution.</li> <li>• Cleaners co-operation/flexibility.</li> <li>• Tasks completed.</li> <li>• Absence covered and deputised for other caretaker holidays.</li> <li>• Minimum disruption.</li> </ul>
Report to appropriate School personnel any defective or dangerous equipment or routine maintenance work and any equipment replacement needs.	<ul style="list-style-type: none"> <li>• Ensure any defective or dangerous equipment is isolated without delay.</li> <li>• Report building &amp; maintenance defects on a daily basis .</li> <li>• Equipment replaced or repaired quickly.</li> <li>• No H&amp;S incidents.</li> </ul>
Good security procedures and practices. Liaison with security staff to agree procedures and responsibilities for the routine and "one off" security of buildings, property and grounds.	<ul style="list-style-type: none"> <li>• Cleaning staff briefed on good security practices and procedures, their responsibilities. Training is recorded.</li> <li>• Staff to ensure that all buildings inc. external and internal doors are locked at end of clean.</li> <li>• Good communication with security staff on any change in procedures or one off events.</li> </ul>

Task	Key Performance / Achievement Indicators
Agree own and staff holidays with DSM to ensure adequate all year round supervision and provision of services.	<ul style="list-style-type: none"> <li>Holidays requested and agreed on first come first served basis.</li> </ul>
To encourage and maintain good relationships with academic and support staff and students.	<ul style="list-style-type: none"> <li>School staff are confident and comfortable to approach Domestic Services Dept to discuss needs or issues.</li> </ul>
Other specific task not included within the above to be discussed and agreed from time to time with DSM or other members of School staff	<ul style="list-style-type: none"> <li>Flexibility and proactive approach to work</li> <li>Team player</li> </ul>
To adhere to all relevant health & Safety legislation policies and procedures, compliance with the School's Code of Conduct and Safeguarding and Child Protection policy.	<ul style="list-style-type: none"> <li>Regularly review School policies and procedures.</li> <li>Attendance at all mandatory training sessions.</li> </ul>

## Person Specification

We seek to appoint a presentable “hands on” person who will need to be flexible and committed to the cause and often prepared to go beyond the call of duty. Good inter-personal skills will be required as the post demands contact with various members of staff and external service providers.

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Good level of general education</li> </ul>	<ul style="list-style-type: none"> <li>Manual Handling training.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of undertaking a range of caretaking and cleaning duties.</li> <li>Experience of security; locking up procedures and alarms.</li> <li>Experience of keeping work records.</li> </ul>	<ul style="list-style-type: none"> <li>Supervisory skills.</li> <li>Working in a school/college environment.</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>Ability to undertake a range of caretaking and cleaning duties.</li> <li>Ability to undertake heavy lifting.</li> <li>Ability to work effectively and supportively as a member of the school team.</li> <li>Ability to identify work priorities whilst ensuring that lower priority work is kept up to date.</li> <li>Ability to act on own initiative and dealing with the any unexpected problems that arise.</li> <li>Ability to deal with minor repairs</li> <li>ICT skills.</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>Health &amp; Safety knowledge, awareness and delivery.</li> <li>Manual Handling.</li> </ul>	

Attributes	Essential	Desirable
Personal competencies and qualities	<ul style="list-style-type: none"> <li>• Effective interpersonal style.</li> <li>• Initiative and flexibility.</li> <li>• Creative in problem solving.</li> <li>• Able to work as part of a team.</li> <li>• Effective organisation and time management.</li> <li>• Calmness under pressure.</li> <li>• Strong people skills, particularly networking.</li> <li>• Sense of ownership and control over areas of responsibility, taking pride in ensuring the smooth and efficient running of the department – being a team player and making a meaningful contribution.</li> <li>• Achieving results and working towards continuous improvement.</li> </ul>	

## Terms and Conditions

<b>Accountable to:</b>	The Bursar
<b>Responsible to:</b>	Domestic Services Manager
<b>Hours of Work:</b>	37.5 hours per week (afternoon shift 12 noon to 8.00pm with a 30 minute unpaid break each day) Monday to Friday for 52 weeks per year. Some overtime is required to cover important School events.
<b>Remuneration:</b>	£22,921 (hourly rate £11.60)
<b>Holiday Entitlement:</b>	24 days plus statutory holidays. Holiday year runs from September to August.
<b>Pension:</b>	The School offers a contributory pension scheme.
<b>Probationary Period:</b>	6 months
<b>Additional benefits:</b>	Free onsite car parking; free lunch time meals during term time; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme; ongoing continuing personal development.
<b>Referees:</b>	The names, addresses and telephone numbers of two professional referees are required. Ideally references will be sought prior to interview. Referees will not be contacted without the permission of the applicant.

## Method of Application

Please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at [recruitment@kimbolton.cambs.sch.uk](mailto:recruitment@kimbolton.cambs.sch.uk).

**The closing date for applications is: 9.00am Monday 20<sup>th</sup> March 2023**

**Interviews may be held before the closing date.**

**Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates. All posts are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. Please note that Kimbolton School does not have a sponsored Licence to recruit non UK workers and therefore all candidates are expected to be able to work in the UK.**

## Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service). All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies)