



Loyauté m'oblige

# ST CLEMENT DANES SCHOOL



## Appointment Brief for Lead Caretaker



DANES EDUCATIONAL TRUST



## ST CLEMENT DANES SCHOOL

Dear Applicant,

Thank you for your interest in the post of Lead Caretaker starting in September 2022.

St Clement Danes is an oversubscribed, highly regarded school situated in Chorleywood on the border between Hertfordshire and Buckinghamshire. With over 1000 applicants for 240 places annually, it is a popular local choice. It is partially selective, allocating 10% of places based on musical aptitude and 10% on the basis of an academic test. When last visited by Ofsted, it was awarded outstanding in every one of the then 31 measures. It has more recently been awarded 'World Class School' status, an accolade awarded to schools who have moved 'beyond outstanding'.

St Clement Danes has a proud history dating back to 1862 and celebrates an annual Commemoration Service in St Clement Danes Church in the Strand. Outcomes at all levels are excellent and in particular the school prides itself on the progress of its students. In 2019, the Progress 8 measure was +0.48. There is plenty of scope for you to help move the school forward; ensuring that St Clement Danes is consistently 'beyond outstanding'.

St Clement Danes is an outward facing school, it is the lead school of the Hertfordshire Challenge Partners hub, leads the Science Learning Partnership across a wide area of London and the South East and is one of a select few National Computing Hubs. We are proud to be part of Danes Educational Trust, more information about the Trust can be found [here](#).

Relationships between staff and students are a great strength of the school. Students respect staff and appreciate their efforts as they "move from one high-quality learning experience to another." The school prides itself on nurturing students' talents, whatever they might be as evidenced by phenomenal success in sport, wonderful drama productions and an enviable programme of music.

The school site has benefited from extensive investment over recent years including an art and maths building, dance studio, learning resource centre and pastoral hub. The school is clean, green and well cared for; visitors remark on the attractive working environment enjoyed by staff and students alike.

Working at St Clement Danes means working with a talented, inspirational, and innovative team of teachers and support staff at the heart of the local community. We believe in making a real and lasting positive difference to every learner's life at St Clement Danes. If you share our commitment to educational excellence, we want to hear from you.

Yours sincerely

Mr T Sutherland  
Headteacher





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## JOB DESCRIPTION



**Job Title: Lead Caretaker**

**Line Manager: Facilities Manager**

**Hours: 37 hours per week**

**Pay: H6 SCP 14-19: £23,484 - £25,927 + £914 fringe allowance**

**Working on a shift pattern,**

**Early shift (7am start), Day shift and late shift (working until 10pm)  
with a 30 min unpaid break per day.**

**Weekend working required as part of the shift pattern with days off in the week.**

**Start date: 1st September 2022**



### **Core Purpose**

**To provide a comprehensive caretaking service and contribute to a clean, healthy and safe environment for users of the premises and grounds and the efficient running of the school. To provide support for practical subjects at the school as required.**

### **Main Duties and Responsibilities**

#### **Lead Caretaker specific duties**

- Ensure school heating plant is kept working efficiently, i.e. checking of oil stocks/ordering as necessary.
- Responsible for arranging the maintenance schedule with the Caretaking team using the Every job system.
- Checking the stock level of all cleaning consumables stored on site and ordering as necessary.
- Organise the monthly and weekly Health and Safety checks with the Caretaking team.
- Be the first point of contact for emergency callouts.
- Responsible for leading the maintenance of the 3G pitch ensuring the manufacturer's instructions are adhered to.





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## JOB DESCRIPTION Cont.



### General Caretaking duties

- Responsibility for the day-to-day security of the site, i.e., locking/unlocking of the school including evenings and weekends on a monthly shift pattern.
- Act as a designated key holder for the site, be on the alarm system call-out list and able to attend the school as necessary if contacted by the alarm company.
- Undertake aspects of building repairs and maintenance, including plumbing and decorating, as necessary.
- Ensure the responsibility for the safe receipt of goods and deliveries coming into the school, ensuring prompt delivery to the end user.
- Ensure school fixtures and fittings are maintained and in good working order.
- Ensure the school site is maintained in a clean and tidy manner, including rubbish collection/disposal and some urgent cleaning tasks as necessary.
- Ensure the Hall and other areas are prepared for events, including setting out or clearing away furniture as required.
- Ensure that in periods of inclement weather, the school site is kept safe and accessible, for example snow clearing and/or salt spreading.
- Provide day to day maintenance of the school's mini-bus and having undertaken the relevant qualification, drive students and staff in the minibus from time to time as directed



### Additional Responsibilities

- Work in accordance with school guidelines and undertake any other duties as directed by the Facilities Manager

### Our Vision

At Danes Educational Trust we are committed to 'Making the Difference Together' sharing best practice and supporting each other to be the very best we can be.

### Core Values

The post holder is expected to share our commitment to our core values:

- We value joy in working, teaching and learning together
- We encourage everyone within our Trust to feel optimistic about the future and how they can shape it
- We support all individuals in developing resilience to enable them to respond to change and grow as a result
- We value and support the wellbeing of all individuals who learn and work in our schools
- We provide equality of opportunity and experience for all
- We provide a safe and secure learning environment for all



### Compliance

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.



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## JOB DESCRIPTION Cont.



### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts.

### **Additional Information**

All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust's policies and practices.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.



### **Supervision/Job Context**

The post holder is managed by the Facilities Manager.

### **Contacts**

The post holder will work with all members of staff in the school and have contact with students, parents, advisors and other specialist visitors to the school.



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## PERSON SPECIFICATION

**We are looking for knowledge, experience and training**

### **Essential:**

- Able to keep calm, maintain a sense of humour and manage stressful situations.
- Able to regularly undertake various manual handling duties, including lifting and carrying.
- Experience of undertaking repairs and maintenance to a good standard.
- Able to undertake various cleaning tasks, including body fluids.
- Able to communicate effectively with staff and students.
- Able to work independently and as part of a team.
- Able to maintain efficient records and registers where required.
- Current clean driving licence and self-managed transport to and from school, including during unsocial hours if necessary.
- Good time-management skills.

### **Desirable**

- Experience in a similar role.
- Previous experience of setting alarm systems.
- Experience of working in a school environment.



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## SCHOOL SUMMARY

### St Clement Danes School

St Clement Danes is an oversubscribed, highly regarded school situated in Chorleywood on the border between Hertfordshire and Buckinghamshire. It has been led by Toby Sutherland since January 2018, when the previous Headteacher, Dr Josephine Valentine OBE, became CEO of the Danes Educational Trust. With over 1000 applicants for 240 places annually, it is a popular local choice. It is partially selective, allocating 10% of places based on musical aptitude and 10% on the basis of an academic test coordinated through a local consortium of schools. This allows some students to gain places who do not live in the immediate vicinity of the school; however, the majority of students live in close proximity. When last visited by Ofsted, it was awarded outstanding in every one of the then 31 measures. Since then, it has more recently been awarded 'World Class School' status, an accolade awarded to schools who have moved 'beyond outstanding' and currently only held by a small number of schools nationwide. In 2016, it was one of the very first schools to be awarded Platinum Science Mark in recognition of its excellence in science teaching. It has a proud history dating back to 1862 and celebrates an annual Commemoration Service in St Clement Danes Church in the Strand.

The school regularly appears in lists of the top comprehensive schools in the country. During the tenure of the former Headteacher, outcomes at all levels improved significantly, with cohorts of students whose ability on entry at Key Stage 2 has remained broadly similar. In 1999, 59% of students achieved 5A\*- C at GCSE; in 2019, 70% achieved grade 5 or above in English and Maths. In particular, it prides itself on the progress of its students. In 2019, the Progress 8 measure was +0.48. It is far from being complacent about its success; instead, it is a reflective, innovative, outward looking school which embraces change. There is plenty of scope for the successful candidates to help move the school forward; ensuring that St Clement Danes is consistently 'beyond outstanding' and maintains its outcomes in an ever changing educational landscape is a challenge which excites all members staff.



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## SCHOOL SUMMARY



St Clement Danes is at the centre of system leadership in the region and nationally. It was designated a National Teaching School by the National College for Teaching and Leadership in 2013. Part of its work has been in supporting local schools to improve following poor Ofsted inspections. All schools which it has supported, in both secondary and primary phases, have improved either their Ofsted grading or pupil outcomes or, in most cases, both



St Clement Danes is also the lead school of the Hertfordshire Challenge Partners hub. This is a national organisation at the cutting edge of school improvement which builds long term capacity by organising constructive collaboration and peer to peer evaluation. Meaningful research and development is made possible by the pooling of expertise and resources across schools. Activities range from supporting local school improvement to influencing the national education agenda. The school also leads the Science Learning Partnership across a wide area of London and the South East. Accessing national resources, the partnership promotes professional development for staff to generate high quality science teaching in all phases of education.



The school's student body is drawn, in the main, from local families, largely from Chorleywood itself and neighbouring villages. All visitors comment on the pride students take in their school, the care they show for one another and for those outside their community through extensive and successful fundraising. Drawing from a relatively affluent area, the numbers on Free School Meals are low (2.5%). Our school population is ethnically diverse and 8% of students have English as an additional language. 13.6% of students receive SEND support and 0.76% have an EHCP or Statement.



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## BENEFITS

**We can offer a range of benefits including:**

- Children of staff are admitted under criterion 2 of the secondary transfer admission arrangements, after two years' service
- Exceptional CPD opportunities
- We run a strong and robust induction programme for Early Career Teachers (ECTs). We have a vast experience of working with ECTs and we see ECT Induction as a means to develop the best teachers in the local area
- Study Assistance Programme
- Comprehensive Employee Assistance Programme
- Membership of the Teacher's Pension Scheme / Local Government Pension Scheme
- Career development opportunities within an expanding Multi-Academy Trust
- Opportunities to expand your professional networks through the Trust's external partnerships e.g. Science Learning Partnership, Challenge Partners
- £250 New Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for
- Cycle to Work Scheme
- Occupational Health and an onsite Counsellor
- Free flu jabs
- Free parking
- Staff Committee that organise regular social events



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Becoming part of the team at the Danes Educational Trust will give you an opportunity to make a difference to the educational outcomes of young people in Hertfordshire, whilst providing you with an opportunity to pursue your passion for education.

In the last year, we have expanded to be a Trust of nine schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onslow St Audrey's School, De Havilland Primary School, Elstree Screen Arts, Ascot Road Primary School, Lanchester Primary School, Jupiter Primary School and we have more schools in the pipeline. Schools maintain their own individual cultures and relationships with their community and networks, but align through key educational policies and school improvement strategies, and crucially align with respect to the Trust's vision and core values.

You will be part of a Trust that develops optimistic, resilient learners and valued, empowered staff. We collaborate with local, national and global partnerships to achieve our vision of 'Making the Difference Together' and consider our core values to be at the heart of what makes our Trust unique:

- We value **joy** in working, teaching and learning together
- We encourage everyone within our Trust to feel **optimistic** about the future and how they can shape it
- We support all individuals in developing **resilience** to enable them to respond to change and grow as a result
- We value and support the **wellbeing** of all individuals who learn and work in our schools
- We provide **equality** of opportunity and experience for all
- We provide a **safe** and secure learning environment for all



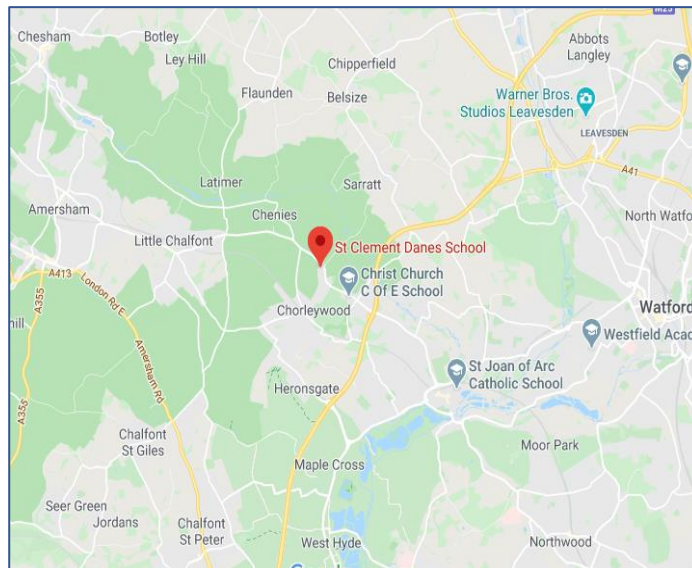


# ST CLEMENT DANES SCHOOL

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