

School Caretaker



APPLICATION PACK

THE ROLE	School Caretaker
START DATE	As soon as available
REPORTING TO	Estates & Facilities Manager
PACKAGE	£27-30,000pa, free lunch during term time, generous holidays



Dear Applicant

Thank you for your interest in the role of School Caretaker at Arnold House.

The School was founded in 1905 in St John's Wood. It is an independent preparatory school for boys from 3 to 13, and a member of IAPS (the Independent Association of Preparatory Schools). In 2021 we opened an Early Years department a short walk away at Marlborough Place. We now have 360 boys on roll across 10 year groups. Each year group is split into two forms.

A thriving school, Arnold House aims to provide an education of breadth and excellence and to serve the boys' best interests across the ability range. We aim

to do so in a supportive, purposeful and stimulating environment, to provide a foundation for the boys' development within a generous Christian ethos, to help them mature into well-rounded individuals by developing their enjoyment of music, the arts and sport, and to promote good citizenship through the virtues of courtesy and industry. The cultural identity of the school is diverse and enriched with an array of backgrounds being represented throughout.

The School values a supportive family ethos and operates in a relaxed, though structured manner, ensuring that all boys are cherished and achievements recognised and rewarded. Academically

sights are set high with the object being for each boy to develop his talents.

With our Prep and Pre-Prep settings based in St Johns Wood and our Activity Centre in Edgware, the school is based across three sites.

As a registered charitable trust, Arnold House is overseen and supported by an experienced Governing Body.

Arnold House underwent an educational quality inspection in 2022 in which it was noted that the quality of pupils' academic and other achievements and the quality of pupils' personal development was excellent. Reports can be downloaded from: www.arnoldhouse.co.uk/isi-inspection-reports

SUMMARY OF THE ROLE

We are looking for a key member of our Estate and Facilities team to provide support through ensuring a safe, secure and well-presented environment throughout the premises during duty hours for all pupils, staff and visitors.

You will work across the three school sites, and report to the Estates & Facilities Manager. You will be responsible for keeping the fabric of the building in excellent order, working in conjunction with contractors and suppliers, ensuring deliveries are managed. Your role will be key to the implementation of our health and safety policy across the school.

The key responsibilities include security of the buildings, general reactive/ planned maintenance works of the external and internal buildings, periodic work in reception, receiving parents, pupils and visitors, setting up rooms and carrying out minor decorating work.

It is essential that you are a strong team player, adaptable, a good communicator and can offer a wide range of practical skills.

The normal working hours are 0645 to 1545 on Mondays-Fridays. You are entitled to 30 days' holiday in addition to public holidays, to be taken by arrangement with the school.

There will be opportunities for professional development as the role develops.



JOB DESCRIPTION

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

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Normal working hours are 0645-1545 Monday to Friday , but some flexibility will be necessary for school events in the evenings and at weekends

Main duties include, but are not restricted to:

- Performing and recording regular maintenance and health & safety checks
- Maintenance of classrooms, toilets, playground and all school buildings.
- Assisting in the repairing and painting of furniture, fittings and the buildings as required.
- Assisting with furniture moving and setting up of temporary items such as gazebos, lectern etc.
- Attending to arrivals of deliveries at the school gate and their distribution.
- Assisting with responsibility for security of the school and buildings during duty hours, including working in Reception for school events as required
- Supervision of contractors attending the school site
- Maintenance cleaning, eg windows, minibuses, bins, external items
- Cleaning in an emergency (cleaning is normally undertaken by school cleaning contractors)
- Rubbish collation and removal.
- Parking supervision at Marlborough Place during the morning and afternoon drop off and pick up sessions
- Undertake fire warden, first aid and other training as required.
- Health and Safety
- Take reasonable care of own health and safety and that of others
- Use appropriate work equipment provided, in accordance with training and instructions
- Carry out basic risk assessments as appropriate
- Maintain appropriate record keeping
- Ensure all equipment is maintained effectively, in line with statutory requirements
- Report any health and safety concerns to the Estates & Facilities Manager as soon as possible
- You may be required to undertake such other reasonable duties from time to time as the School may reasonably require



PERSON SPECIFICATION

KNOWLEDGE & EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working as a caretaker in a school		✓
Experience that supports maintenance of buildings or premises	✓	
Understanding of and experience of overseeing health and safety requirements	✓	
Ability to use a range of tools and equipment, ensuring safe handling and storage	✓	
Experience of key holding	✓	
SKILLS AND ATTRIBUTES	ESSENTIAL	DESIRABLE
Excellent time management skills and the ability to prioritise under pressure and be able to respond to any type of emergency	✓	
Ability to build positive working relationships with a wide range of people, including staff, parents, children and external visitors/contractors	✓	
Ability to use own initiative and be decisive	✓	
Excellent communication skills	✓	
Keenness to learn all aspects of a maintenance role in school	✓	
Utmost trustworthiness and reliability, and a flexible approach to the role	✓	
Ability to offer basic handyman skills	✓	
Full drivers' licence		✓
Keenness to adapt and expand within the role	✓	

HOW TO APPLY

DEADLINE FOR APPLICATIONS: Monday 1st September 9am, although we will review applications as they come in and may appoint before the deadline

START DATE: As soon as available

Please read our Recruitment, Selection and Disclosure Policy & Procedure, download and complete an application form, and send a covering letter to recruitment@arnoldhouse.co.uk explaining why you feel you are suitable for the role.

In the case of any queries, please contact: Frances Peel Yates, HR Manager on 020 7266 6998.

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The role will include regulated activity and is exempt from the Rehabilitation of Offenders Act 1974.

Arnold House School will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2024.

