



The
Ongar
Academy

EVENING CARETAKER INFORMATION FOR CANDIDATES



INSPIRING EXCELLENCE

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APPOINTMENT OF EVENING CARETAKER

SCHOOL	The Ongar Academy
TELEPHONE	01277 500990
WEBSITE	www.theongaracademy.org
SALARY	Essex band 2 point 11 FIXED
START DATE	To be negotiated

SELECTION ARRANGEMENTS - THE PROCESS

Thank you for your interest in the post of **Evening Caretaker** for **The Ongar Academy**.

We would encourage you to apply for this post on-line. You can access The Ongar Academy website from any computer, download an application form and then forward it via email to admin@theongaracademy.org. When you apply online we will send you an acknowledgement within two days confirming that your application has been received.

Please do not complete the form on an Apple Mac as the saved form will not be compatible with our software.

If you are shortlisted, you will be contacted with further details prior to interview. If you are unsuccessful, we will also inform you in writing.

Please let us know where you saw this post advertised.

CLOSING DATE: ASAP

INTERVIEW DATE(S): TO BE ARRANGED

Please be aware that as the applicant you are responsible for ensuring that your application reaches us before the stated closing date, as late applications may not be accepted.

REFEREES

In order to comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

- One reference from your current employer
- One reference from your previous employer if employed by them within the last 5 years, otherwise one from another suitable professional.



The **Ongar** Academy

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www.theongaracademy.org
admin@theongaracademy.org
01277 500990

LETTER FROM HEADTEACHER

January 2018

Dear Applicant,

Thank you for your interest in the post of Evening Caretaker at The Ongar Academy. I hope the enclosed pack will be of interest to you and look forward to receiving your completed application.

The Ongar Academy is a new academy, opened in 2015. We were heavily oversubscribed for September 2016 and our multi-million pound, state of the art buildings are now open and fully functioning. We have a sports hall, floodlit MUGA, activity studio and many other facilities that may be made available for letting.

Our motto is 'Affectare ad Optimum' – 'Aspire to Greatness' and we ask this of all our students and staff. As part of The Ongar Academy team, you will be able to undertake a range of different tasks and be open to continually developing your expertise as part of our wider school investment in staff development.

You will have a key role in the school as the academy grows and matures, facilitating various evening lettings commitments so that the local community can share in the wonderful facilities.

I hope that you will find this recruitment pack useful.

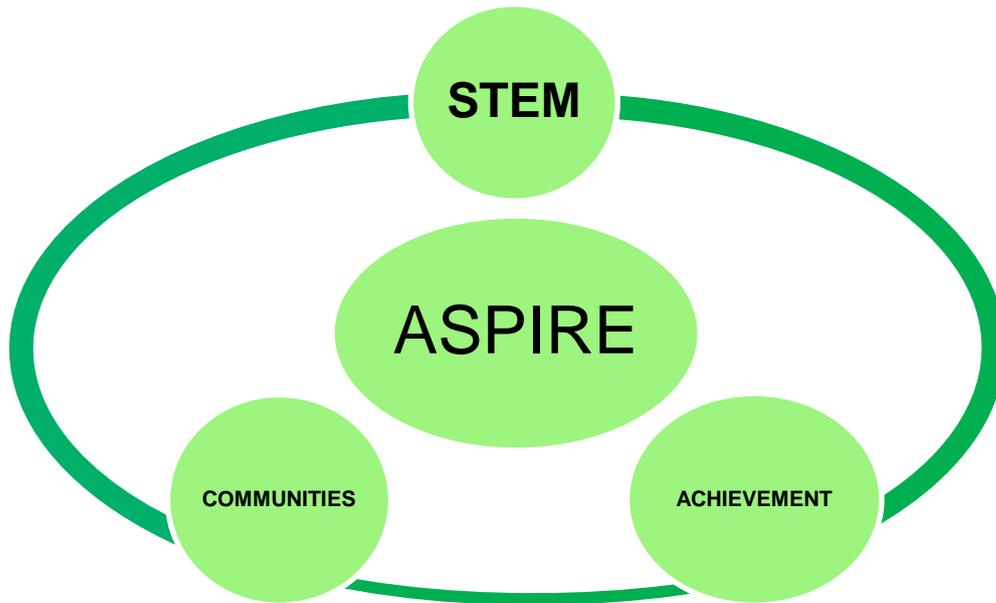
I would be very happy to meet and talk with you personally if you require any further information.

Yours sincerely

Mr David Grant
Headteacher

Our Vision

The vision of our school is epitomised by our mission statement “Inspiring Excellence”.



The school will encourage its students to ASPIRE:

Achieve

Support

Participate

Innovate

Respect

Enjoy learning together



The **Ongar** Academy

JOB DESCRIPTION

Job title: Evening Caretaker
Reports to: Site & Premises Manager
Date: 2018

1 Purpose of Job

To provide a clean, healthy and safe environment for users of the school buildings and grounds. The postholder can expect a range of premises related duties and work anywhere in the school if required by operational needs and is responsible for the efficient day to day operation of the school's caretaking and maintenance services.

2 Main Areas of Responsibility

- Responsibility for the security of the school's buildings and grounds in the evening.
- Ensure grounds are litter free.
- Liaise with the Site and Premises Manager to liaise with contractors and be their main point of contact in the evening.
- Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work.
- Undertake routine inspections of the site as required.
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees.
- Undertake any risk assessments as required by the site and premises manager.
- General portorage duties, including movement of furniture and equipment within the school.
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems. gas and power supplies. Maintain a detailed plan showing the location of these.
- Handyman duties which may include minor repairs to furniture and fixtures and non-specialist decorating tasks.
- To undertake repair and maintenance jobs throughout the school as required by the Site and Premises Manager. Such work will involve all trades and will demand flexibility of attitude and a willingness to undertake a wide variety of maintenance work
- To maintain the school site and premises, ensuring that they are kept in good order, having responsibility for monitoring the grounds and cleaning contracts
- Such other duties which may be arise from the use of the premises
- Emptying bins as required by the Site and Premises Manager.
- Cutting and preparing wood for the resistant materials lessons on a daily basis.

3 Line Management

- Formal line management meetings will take place at least termly and on an ad hoc basis at the request of either the line manager or the postholder.

4 Supervision

- Subject to regular direction from the line manager, the postholder is expected to act on his/her own initiative.

5 Person Specification including Knowledge, Experience and Training

- The postholder should be an active, fit and healthy person as work will include indoor and outside work at all time of the year
- Experience of working in a school or similar environment is desirable but not essential
- Flexibility and sensitivity to the needs of a wide range of users of the school is essential
- Evidence of carpentry expertise would be an advantage
- Knowledge of efficient cleaning methods and materials is desirable
- Evidence of success in completing handyperson or DIY (paid or unpaid) tasks is essential
- Evidence of an awareness of Health & Safety requirements
- Evidence of an ability to maintain a log of suitable checks
- Training will also be provided in health & safety, manual handling and ladder safety

6 Safeguarding Children

- The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.
- All posts in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of the pre-employment checking process. Additional information about the Criminal Records Bureau and the checking process is in the guidance notes accompanying the form.

7 Additional Information

- The school premises are occasionally used during evenings and weekends for school activities. The postholder will be expected, by mutual agreement with the Headteacher, to attend during these evenings for which additional payments will be made in accordance with Essex hourly pay rates.
- All employees are expected to contribute to and support the overall aims and ethos of the school and to participate in training, performance management and personal development.

- All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate.
- This is a 'job description' only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the holder of the post.
- There is an expectation that overtime is worked, should there be a requirement by the school, for which additional payment will be made.

8 Contracted Hours and Pay Scale

- 3pm to 8pm Mon-Fri (Flexibility if needed)
- Essex Band 2 point 11 FIXED Standard hours £15,613 pro rata
- Weekend lettings will be at fixed rate £10 p/h (by negotiation)

Recruitment and Selection Statement

1. The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in the school to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.
3. The school will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
4. The school will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to the school.
5. The following pre-employment checks will be required:
 - receipt of at least two satisfactory references*
 - verification of the candidate's identity
 - a satisfactory Disclosure and Barring Service (DBS) disclosure
 - verification of the candidate's medical fitness
 - verification of qualifications
 - verification of professional status where required e.g. QTS status (unless properly exempted)
 - the production of evidence of the right to work in the UK.

NB It is illegal for anyone who is barred from working with children to apply for, or work in a school in any voluntary or paid capacity.

* In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. The school will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.

6. The school will keep and maintain a single central record of recruitment and vetting checks, in line with Department for Education requirements.
7. The school requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.
8. All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. A previously issued Disclosure and Barring Service Disclosure Certificate will only be accepted in certain restricted circumstances.

The School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The School's Recruitment (Pre-employment checks) Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This School is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

A copy of the School's Safer Recruitment Policy is available from the school upon request.

The Ongar Academy and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation.