

HAMMERSMITH



**CARETAKER**

**INFORMATION PACK 2020**



**CARETAKER  
(FIXED TERM FOR UP TO 3 MONTHS)**

**SALARY RANGE: SCALE 4 - POINT 18-21 - INNER LONDON**

**SALARY: £22,417 - £24,564 per annum**

**HOURS: 9.00am - 5.30pm (37.5 hours per week) – Flexibility and willingness to work overtime to support the academy's work load and late night and weekend events is essential**

**START: March 2020**

The Headteacher and the Governors of the Hammersmith Academy Trust invite applications for a Caretaker at this state-of-the-art, non-denominational, all-ability, co-educational secondary school for 11-18 year olds. Sponsored by City of London Livery Companies; the Mercers' Company and the Information Technologists' Company, the Academy opened in September 2011 to Year 7 and Year 12 students and has grown to 893 on roll.

This is a fixed term appointment for up to three months in the first instance. Applications are welcomed from suitably qualified candidates with the appropriate skills, vision and desire to work at the Academy, where expectations are high and there is a strong focus on student achievement. The position will involve some evening and weekend working, which will be paid in addition to the above salary. You will also be required to act as one of the on-call key holders in case of an out of hours emergency, ideally attending at the site within 20 minutes.

**BACKGROUND TO THE ACADEMY**

The Academy ([www.hammersmithacademy.org](http://www.hammersmithacademy.org)) combines excellence in achievement across the curriculum with opportunity and innovation in learning approaches developed through the Academy's specialisms in ICT and Creative and Digital Media.

The Academy is oversubscribed and continues to be highly successful, with over 800 applications for 130 spaces in Year 7 for 2019.

A Vision and Ethos statement is provided within the application pack. The sponsors are committed to excellence in secondary education and have a track record of working with successful Academies and in areas of significant Academy improvement. The educational vision, building design, curriculum model and Academy organisation plan are based on the template developed successfully at Thomas Telford Academy and the Mercers' other Academies in the West Midlands combined with the Information Technologists' experience of Academy improvement at Lilian Baylis Academy in Lambeth and their expertise and industry contacts in IT and Digital and Creative Media.

The Hammersmith Academy has the support of, and access to, the expertise and educational networks of the Mercers' group of 15 schools and colleges, which includes the nearby, highly acclaimed St. Paul's schools' (Independent), two 6<sup>th</sup> Form Colleges in the South-east, as well as the Thomas Telford family of Academies. Further details of the sponsors' educational activities can be found on their websites [www.wcit.org.uk](http://www.wcit.org.uk) and [www.mercers.co.uk](http://www.mercers.co.uk). The sponsors also have strong links with international IT industries and with the City of London.

## **JOB DESCRIPTION – CARETAKER**

**Reporting to:** Facilities Manager

### **Description of the role**

Under the guidance of the Facilities Manager:

- to support the Facilities Manager in maintaining the Academy's premises and equipment, as efficiently and effectively as possible while achieving the best value for money; and
- to work with the rest of the facilities team to ensure the day to day smooth running of the school for the benefit of its pupils and staff.

### **Specific tasks will include:**

#### **Security**

- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and assist in fire drills
- Operate and respond to alarm systems where appropriate

#### ***Cleaning and maintenance***

- Arrange and carry out necessary repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture, general minor works, some light grounds maintenance
- Assist in ensuring that all services (i.e. heating, lighting and plumbing) are operating to satisfactory standards
- Monitor waste around the site
- Assist and direct contractors in the operation of preventative planned maintenance programme.
- Carry out regular inspections of the buildings, fixtures, fittings, furniture, premises and grounds.
- Organise and carry out minor improvement works e.g. erecting shelves, notice boards, bookshelves, electrical, plumbing, carpentry repairs and decorating, as agreed with the Facilities Manager.
- Assist in ensuring the fire alarms, sprinklers, emergency lighting are tested in accordance with legislation and results logged and recorded.
- Undertake emergency cleaning duties
- Provide emergency access to the school site if necessary
- Undertake activities to maintain a safe and clean external environment e.g. gritting, leaf collection, graffiti removal

#### ***Management of resources***

- Ensure the maintenance of a clean and orderly working environment.
- Report faulty equipment and other maintenance requirements to Facilities Manager.
- Manage caretaker supplies

#### ***Deliveries and logistics***

- Assist with the receipt, distribution, collection and despatch of goods
- Set up for school events e.g. exams, parents' evenings, open days
- Assist in maintaining and arranging orderly and secure storage of supplies
- Arrange and assist with the movement of furniture, equipment and materials as required to satisfy the needs of varied site activities in accordance with the Health and Safety Policy

- Where appropriate assist the organisation, administration, use and maintenance of all school vehicles and to carry out driving duties when required by the Facilities Team

This list of tasks is intended to be indicative of what the role involves rather than an exhaustive list. The expectation is that the person taking on this role would also carry out any other reasonable task as directed by the Facilities Manager or Headteacher.

## **Other responsibilities**

### ***Health and Safety***

- Contribute to a safe and healthy workplace by following H&S instructions and policies
- Report accidents and hazards
- Take care of your own safety and that of others, including volunteers, students and parents, that may possibly be affected by actions or inaction
- Uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other relevant legislation of Academy Policies and Procedures relating to Health and Safety at work.

### ***Other***

- Be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/ work/ aims of the Academy
- Comply with Hammersmith Academy's Professional Dress Policy and Code of Conduct
- Present a positive personal image, contributing to a welcoming Academy environment which supports equal opportunities
- Carry out other reasonable tasks from time to time as directed by the line-manager and the Headteacher.

## PERSON SPECIFICATION AND SELECTION CRITERIA

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Full clean driving licence</li> <li>• Good numeracy/literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• D1 or equivalent driving licence</li> <li>• Qualification in a relevant trade or appropriate experience</li> <li>• GCSE (or equivalent) Maths and English</li> </ul>
<b>Knowledge/ Experience/ Skills</b>	<ul style="list-style-type: none"> <li>• Handyperson experience</li> <li>• Willingness to use relevant equipment</li> <li>• Working knowledge or willingness to gain knowledge of:               <ul style="list-style-type: none"> <li>○ Moving and handling procedures</li> <li>○ Cleaning procedures required to meet specified cleaning standards</li> <li>○ Health and safety procedures and precautions</li> <li>○ Relevant policies/codes of practice/legislation</li> </ul> </li> <li>• Observation of the Code of Safe Working Practice for Caretaking and Premises Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of being a key-holder</li> <li>• Willingness to develop knowledge of use of ICT</li> <li>• Team-leading skills</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to both children and adults</li> <li>• Reliable, competent and trustworthy</li> <li>• Ability to work as part of a team or individually with an enthusiasm for working with a diverse mix of children in a school environment</li> <li>• Willingness to participate in further training and developmental opportunities offered by the Academy to further knowledge</li> <li>• Ability to demonstrate commitment to Equal Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to learn to operate the BMS, CCTV, Access control systems</li> </ul>

## **STAFF BENEFITS**

The Academy offers all its staff a range of benefits including:

- Interest Free Loan of up to £1000 - for IT equipment
- Employer pension contribution – Teachers Pension Scheme (Teachers); Local Government Pension Scheme (Support staff)
- Season ticket loan – employees are entitled to apply for an annual, interest free season ticket loan for travel or apply for a bike loan
- Free Health and Fitness – full access to the Academy’s fantastic gym and fitness facilities
- Free lunch and hot drinks – for staff who dine with students
- Free breakfast — on Fridays and on INSET days and staff can take advantage of our subsidised breakfast service each day
- A commitment to Wellbeing — free flu vaccinations offered annually, INSET in July to plan for September so that you can enjoy your summer, an annual wellbeing week and a two week half term during the Autumn Term.
- Excellent annual holiday leave starting with 26 days plus 8 Bank Holidays

## HOW TO APPLY

Please complete the **application form**, which includes a supporting statement, and a monitoring form. CVs alone will not be accepted.

Please send your completed application form by email to: [hr@hammersmithacademy.org](mailto:hr@hammersmithacademy.org)

Closing Date: **Friday, 21<sup>st</sup> February 2020 at 9am**

Interviews: **Week beginning 24<sup>th</sup> February – to be confirmed**

**Candidates may be invited for interview upon receipt of a completed Application Form prior to the closing date. Early application is therefore advised.**

All applications will be initially acknowledged by e-mail. If you have not heard further within two weeks of the closing date you may assume you have not been successful on this occasion.

Additional information about Hammersmith Academy can be found by going to our website: [www.hammersmithacademy.org](http://www.hammersmithacademy.org)

*Hammersmith Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. These posts are subject to an enhanced disclosure from the Disclosure and Barring Service (DBS Check) and the receipt of two satisfactory references.*

*Hammersmith Academy is an Equal Opportunities employer and does not discriminate on grounds of gender, race, age, disability or marital status.*

*Please note that, as part of Hammersmith Academy's Green approach and our commitment to reducing the impact of vehicular access to the Academy on the local and global environment, there is very limited parking and all staff are therefore encouraged to travel to work by public transport.*

### **Vision**

To develop highly qualified, aspirational young adults who make outstanding progress and as active citizens take a lead within the community and are committed to giving 100% in everything they do.

### **Values**

We inspire pride and confidence in our students to achieve their full potential. Everyone in the Academy is responsible for modelling a positive and professional attitude at all times.

We create a stimulating and enriching learning environment where high expectations and challenge prepare students for a global society.

We succeed by developing a growth mind-set through the skills of resilience, resourcefulness, reflectiveness and reciprocity.

### **The HA WAY - HA learners demonstrate:**

- Pride and Commitment
- Professionalism and Leadership
- Active citizenship
- Honesty and Reliability
- Respect and Integrity

Hammersmith Academy ensures that students are happy, safe and secure in their learning and develop through a culture of success, into self-confident independent learners who become highly valued members of their community. Strong leadership at all levels challenges underachievement and ensures students make outstanding progress and achieve high standards of attainment.

It is an inspiring and creative place to learn, which is rich in digital and creative media technology that stimulates and develops students' academic and vocational skills through the promotion of excellence.

### **Students leaving the academy will have the following profile:**

- A strong portfolio of accredited achievement;
- A highly developed sense of responsibility and pride in their own performance;
- Outstanding communication skills, including digital literacy
- Well-developed literacy and numeracy skills
- Strong leadership skills coupled with a professional attitude to enhance employability;
- An ability to work collaboratively and develop team cohesion;
- An aptitude for research, enquiry, problem solving and creativity
- Are actively kind, caring and socially responsible.

### **Developing character and a growth mind-set - Be better than you thought you could be**

Good character development coupled with academic success is essential to a high quality education. We succeed by developing a growth mind-set through the skills of resilience in the face of challenge, resourceful when solving problems, reflective when evaluating progress and reciprocal when working in teams. To be fearless when striving for excellence and contributing positively to life in a global society.

We want each individual to be better than they thought they could be. We believe everyone is powerful beyond measure and capable of extraordinary achievements. We expect more from ourselves and each



other in our drive to be the best and are 100% committed in everything we do. We constantly challenge students to push their limits, to work hard, to be resilient and inspire each other to *outstanding* success.

We expect the same from all adults. That they are determined and committed to be the best they can be, demonstrate a 'can do' attitude and transmit these expectations to the students.

### **Knowledge is power**

Knowledge creates power. First, Intellectual power- -primarily through the core disciplines of literacy and mathematics which are the building blocks in accessing a successful life. Second, Economic power – a deep understanding of the links between self-management and problem solving skills in becoming rounded and grounded in preparation for the world of work and thirdly, Social power - developing our social and moral responsibility as active citizens.

We prepare students for successful lives through a stimulating and engaging curriculum where our practices mirror those found in the wider world of work. Using a broad experiential approach, students are given the opportunity to make choices, take responsibility for their learning and accelerate their interests in greater depth.

Developing a thirst for knowledge through inspirational teaching is powerful. Its value is limitless. It enables students to absorb challenging concepts and develop the skills of critique, analysis and evaluation.

### **Leading is achieving**

Leadership is central to our ethos of success as an individual, a team and a learning organisation. We work closely together to improve. We consistently look to enhance the quality of what we are doing and seek inspiration from inside and outside the Academy.

Our students are future leaders who develop a clear sense of ownership and pride in their own performance which empowers them to support others. We expect students to value and celebrate success and champion their community.

All adults are expected to lead and to build a performance culture. In every action, attitude and expression, they set direction and expectation. Every adult is trusted to act with integrity and take personal responsibility to do the right thing for the students.