



Caretaker at More House School

Full time 11am-7pm, non-residential, permanent position

To commence in January 2021

The School:

Nationally celebrated, More House School provides an exceptional, mainstream education for boys with Specific Learning Difficulties. Wellbeing and promoting positive mental health are a priority. Providing a transformative education repeatedly recognised as 'Outstanding' by Ofsted over more than a decade, we offer a specialised learning environment for 480 day and boarding boys from Year 4 to Year 13. Our pupils are taught to recognise their strengths and develop their self-belief so that they achieve independence and extraordinary results at GCSE, BTEC and A Level, above the national averages.

Delivering a mainstream independent-school experience, both academically and socially, the very broad curriculum affords all pupils the opportunity to discover their strengths, challenging them to fulfil their academic and extra-curricular potential. All boys who attend More House are individually timetabled, with many receiving support through the on-site Learning Development Centre and its qualified therapeutic staff. Judged 'Outstanding' by Ofsted in its last five school inspections, our most recent inspection (March 2019) graded More House School 'Outstanding' overall, and 'Outstanding' in each of the six sub-sections of the report. More House is CReSTeD approved, listed in their Specialist Schools category, and is a member of the Independent Schools Association and the Boarding Schools' Association.

Therapeutic staff join the school from a variety of backgrounds and a number have had experience in other educational provisions and/or the National Health Service. Some have worked at More House for many years, although the school has supported many newly qualified Speech and Language Therapists to complete their competencies.

About this post:

We seek a Caretaker to undertake primarily cleaning duties and minor maintenance issues in areas of the school. During school holidays, you will be expected to work in conjunction with the Maintenance Team on various projects and clean areas of the school before term starts. There is an entire staff group of 160 people, so the successful candidate must have a 'can-do' attitude and be happy to take on ad-hoc duties outside their standard role. The successful candidate will need to be medically fit and healthy.

The person we seek will be able to show evidence of a diligent work ethos and have a sound and flexible approach to the tasks required of them. In other words, we are looking for a good team player. The successful applicant will have a happy and flexible disposition with a caring and patient attitude towards others. They will have good communication skills and be vigilant and detailed in their approach. Being able to provide cover for absences or working extra time through an emergency situation would be viewed as being advantageous.

This is a full-time position. Clean driving licence is essential.

Specific Duties:

Responsibility, under the Bursar, for the cleaning of the premises, school furnishings and also giving support as necessary in order to maintain a high standard of cleanliness and maintenance repair throughout the school. During school holidays to assist with maintenance projects around the school.



General Duties:

- ◆ The general cleaning and minor maintenance of the school including dormitories, washrooms, WC facilities, windows and administration areas.
- ◆ The repair of furnishings and equipment as required.
- ◆ To assist with larger maintenance projects during the designated school's holidays.
- ◆ General upkeep of the School's fleet of transport and associated tasks
- ◆ The undertaking of grounds works including gardening and the cutting of grass as required.
- ◆ Adherence to all Health & Safety working practices, including school procedures and policies on the storage of hazardous materials and chemicals.
- ◆ The upkeep and cleanliness of the school's cleaning machines and equipment.
- ◆ The distribution of paper products around the school for hygiene purposes.

Person Specification:

Purpose: To maintain the School premises to a high standard of cleanliness and undertake tasks such as general DIY, the cleaning of areas as agreed with the Line Manager, moving chairs, and car parking duties as may be necessary for the smooth running of the School. This list is not exhaustive.

Personal qualifications

- Qualifications: No qualifications are sought for this position
- Experience: Previous experience would be advantageous

Characteristics:

- Communication: clear, concise and appropriate.
- Sensitivity: listens well and understands others' needs and perspectives.
- Self-motivation: meets objectives on own initiative; committed to continuous self-development; willingness to attend appropriate training/updating if required.
- Teamwork: flexible, co-operative, helpful; self-aware; collaborates well; ability to work alone and as part of a team.
- Organisation: systematic; efficient; meets agreed priorities.
- Response to change: investigative; adaptable; prepared.
- Technical skill: good sound knowledge of general DIY.
- Physical: able to undertake all the physical requirements of the post which includes a certain amount of lifting and use equipment, according to health and safety guidelines.

Hours:

11am -7pm Monday to Friday Holiday entitlement is five weeks, to be taken at times agreed by the Bursar as being appropriate for the needs of the school. Hours will be agreed at Interview.

Attendance at school events outside these hours from time to time may be required.

Salary:

Competitive rate of pay. Staff Pension Scheme.

A meal is provided at no charge for all employees at lunchtime, and free parking on-site is available.

To Apply:

To apply, please submit a completed application form to **Mrs F Carpenter**, HR Manager on

More House School, Farnham, Surrey



hr@morehouseschool.co.uk or by post to:

More House
School Moons
Hill Frensham
Farnh
am
Surrey
GU10
3AP.

Closing Date: 20th November 2020

Interview Date: 2nd December 2020

This post is subject to an enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is made.

More House School is firmly committed to safeguarding and promoting the welfare of children and young people.

Registered Charity No: 311872 Moons Hill, Farnham, Surrey, GU10 3AP