



Caretaker at More House School

Permanent, non-residential, full time position ideally commencing May 2022

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. The successful candidate must have a can-do attitude.

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; 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 would be viewed as being advantageous. A clean driving licence is essential.

www.morehouseschool.co.uk

The School:

A nationally celebrated charity, More House School provides an exceptional, mainstream education for boys with Specific Learning Difficulties and Developmental Language Disorders. Providing a transformative education repeatedly recognised as 'Outstanding' by Ofsted over more than a decade, we offer a specialised learning environment for 490 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. A majority of our Sixth Form leavers progress to their university of choice.

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 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.

Approximately 60% of pupils have their places at the School funded by a local authority, and are the subject of an Education, Health and Care plan. Currently, more than thirty different local authorities have pupils placed in the School. The remainder of pupils' places are funded privately by parents and extended families.

The School is set on a wooded hillside in nearly thirty acres of the Surrey Hills Area of Outstanding Natural Beauty on the Hampshire/Surrey border, and attractive modern facilities lie above the playing fields. London Waterloo is one hour away by train from close-by Farnham railway station, and there is easy access to the M25, M3 and A3 major routes. Guildford is twenty minutes' drive away.

In recent years, the School has refurbished and extended its boarding facilities, refurbished its eight Science laboratories, built its School of Engineering and CAD facilities, and opened a new Humanities block and School Chapel. Autumn 2017 witnessed the completion of our brand-new library and Media Studies centre, and growth in learning support facilities. 2018 saw the expansion of the campus and the conversion of a large domestic building into our new Sixth Form centre, which was opened in January 2019, improving further the facilities for both teaching, and independent study. In the current academic year, we hope to commence work on a substantial project to improve the School's facilities for sports.

This project forms one element of a much more ambitious strategic development plan realising our organisation-wide commitment to continuous improvement in all aspects of our provision, including the campus, and expanding our outreach

work training other professionals. In particular, during the 2022-23 academic year, we expect to extend our School medical surgery facilities, and develop a bespoke therapeutic counselling suite.

The School provides a high level of support and training for all staff, promoting employees' career-development and efficacy in helping pupils to overcome the potential barriers to achievement posed by their difficulties and vulnerabilities. The School also provides training for many other external professionals and other schools, and on behalf of the Independent Schools Association.

About this post:

As part of the overall Estates team led by the Estates Manager, the Caretaking Department comprises the Caretaking Line Manager, five operatives and 7 cleaners. The department is responsible for the cleaning of the premises to a very high standard, including school furnishings and, as necessary, help to maintain a high standard of maintenance throughout the school. During school holidays you will be asked to assist with maintenance projects around the school.

The general duties of the Caretaking Department will include:

- ◆ 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 school holidays.
- ◆ General upkeep of the School's fleet of transport and associated tasks.
- ◆ 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

The list of duties above is not exhaustive, and you may be asked to carry out other reasonable duties which are part of, and incidental to, this type of work.

Relationships:

- The post holder will be responsible to the Caretaking Line Manager, the Estates Manager and ultimately the Bursar for the efficient and due diligent day to day cleanliness and maintenance of the school, whilst following best practice of Health and Safety.
- The successful applicant must interact effectively on a professional level with colleagues and seek to establish and maintain productive relationships with all.

Person Specification:

Essential	Desirable
Qualifications, Skills and Experience	
No qualifications are sought for this position, previous experience would be advantageous.	Experience in a similar role within a school would be beneficial.
Teamwork: flexible, co-operative, helpful; self-aware; collaborates well; ability to work alone and as part of a team. Self-motivated; meets objectives on own initiative.	

Adaptable to work within any department in the Estates team should the need arise.	
Technical skills: a good knowledge of DIY.	
Physically able to undertake all the physical requirements of the post which includes a certain amount of lifting and use of equipment, according to health and safety guidelines.	
Clean Driving Licence.	Experience of driving a minibus.
Personal Attributes	
Excellent interpersonal and communication skills demonstrating an understanding of, and commitment to, professionalism and teamwork.	
Flexible, co-operative, helpful and supportive; ability to work independently and as part of a team.	
Excellent time-management and prioritisation skills, with the ability to work under pressure and to deadlines	
Demonstrate effective organisational skills.	
Energy, enthusiasm, flexibility, and determination to succeed.	Commitment to ongoing self-development; willingness to attend appropriate training/updating if required
Personal commitment to the school's ethos and aims in promoting the best possible outcomes for pupils.	

Hours:

11am – 7pm Monday to Friday, a different shift pattern of 8am to 4pm is worked outside of School term-time and Inset days.

Remuneration and benefits:

Salary: £24,769 per annum.

Automatic enrolment into the Nest pension scheme.

Provision of hot lunches, tea and coffee

Onsite parking

Cycle to work scheme

Employee Assistance Programme

25 days' holiday, plus bank holidays

Safeguarding:

This role is deemed to be one of working in regulated activity, meaning that the post-holder may expect to come into unsupervised contact with children and young people frequently in the discharge of their duties on-campus. As such, the expectations of conduct, required of all adults working at More House School, apply to this position, as does a full Safer-Recruitment vetting process of any appointee.

To Apply:

Please apply, via the website: www.morehouseschool.co.uk/vacancies or submit a completed application form, for the attention of the Bursar, Mr Stephen Johnson, to Mrs Faye Carpenter, the HR Manager, at hr@morehouseschool.co.uk or by post to:

**More House School
Moons Hill
Frensham
Farnham
Surrey
GU10 3AP**

Interested candidates are welcome to make an appointment to visit the school for an informal visit.

Closing date for applications: 30th April 2022

Interviews expected to be held on: To be confirmed

Please note that we reserve the right to close the vacancy early in light of a large response.

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

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