



INFORMATION FOR CANDIDATES

Caretaker

Required for August/September 2022

The closing date for applications is 12noon on Friday 8 July 2022.
Interviews will be held as soon as possible after the closing date.
The School reserves the right to consider applications as they are received.
Early applications are encouraged. Job-share would be considered.





ROLE DESCRIPTION

Caretaker

We seek a confident, experienced and practical individual to join our Facilities Team. This role reports to the Assistant Bursar - Estates and Facilities. A job-share would be considered.

You should be able to use your initiative but also not be afraid to ask questions,. You are expected to be hard working, able to work alone or in a team and should be able to demonstrate good communication skills and excellent attention to detail.

As well as supporting day to day activities at the school, the caretaker will be responsible for ensuring routine and ad hoc maintenance is completed in good time and for undertaking necessary health and safety checks and duties.

The school is busy and the successful candidate will be able to demonstrate an ability to consider carefully the best approach to the tasks required of them in order to support the school operations.

This is a full time post with the caretaker with working hours to be agreed with the Assistant Bursar Estates & Facilities to meet the needs of the school. A job share would be considered.

Core school operating hours are 8am – 6pm. Due to the nature of the role some flexibility will be required and there will be occasions when evening or weekend working is required. In most cases this will be notified and agreed in advance but there may be occasions when emergencies require immediate call out and the caretaker will be expected to provide some cover these times.

The successful applicant is expected to:

- Be an advocate of the core values of the school: kindness, honesty, courage
- Complete necessary training and commit to the collaborative nature of the team at St George's
- Have a full appreciation of the role of the support function within the school's operation



Duties

Duties will be varied and it is not possible to provide an exhaustive list but will include:

- General site maintenance including but not limited to fixing pictures and wall decorations, gardening, replacing light bulbs and dealing with basic plumbing and electrical repairs and ad hoc maintenance requests as they arise.
- Working closely with the Assistant Bursar Estates and Facilities to ensure the smooth running of the site and in planning ad hoc projects, including supervision of and liaising with contractors where relevant.
- Working with the facilities team to ensure day to day routine tasks are completed as necessary and to the standards required, providing instruction and guidance to colleagues.
- Ensuring the gardens and games facilities are prepared for relevant events and sports at different times of the year. This will include line marking, mowing, cricket wicket maintenance, weed control and support for events on school grounds.
- Undertaking routine H&S checks such as water hygiene, fire system testing and swimming pool maintenance to ensure compliance with the various laws and regulations applicable to the school and its buildings.
- Maintaining an inventory of, and ensuring safe and proper storage of tools, equipment and irregularly used items including event furniture.
- Supporting school functions and events: this may include setting up chairs and tables or other items and clearing down spaces for school events such as sports days, plays, parents evenings and school fairs.
- Ensure proper storage, use and handling of equipment and seasonal/occasionally used items including air conditioning units/ fans, spare furniture and Christmas decorations..
- Providing out of hours "on call" support for emergencies and, where necessary, working flexibly to ensure essential duties are completed if colleagues are absent.
- Liaising as necessary with relevant staff from the school, Crown estate, Chapel and Castle or other third part site teams to ensure smooth running of events and operations.
- Supporting the housekeeping team in specific cleaning tasks as directed (may include poolside deep clean/ carpet cleaning).
- To perform other such routine and emergency duties as may be reasonably requested by the Business Director and Assistant Bursar Estates and Facilities



PERSON SPECIFICATION – ESSENTIAL

Education, training, qualifications and experience

- Experience of facilities or estate management
- Competence using basic manual and powered tools and equipment
- Sound understanding of health and safety at work
- Clean driving license

Skills

- Able to competently and safely complete basic maintenance tasks
- Able to demonstrate a common sense approach to work
- Good organisational skills
- Good communication skills
- Ability to work effectively both individually and as part of a team
- Able to cope with the physical requirements of the job
- Excellent attention to detail
- Flexible approach to work including willingness to work amended hours and cover for colleagues

Interpersonal skills

- A positive attitude and appropriate sense of humour
- Approachable, personable and supportive
- A willingness to share and learn from others, to work effectively within a team and to motivate others
- An ability to work calmly under pressure and adhere to deadlines
- Professional manner
- A commitment to continuous improvement and personal development
- An ability to take ownership and responsibility



PERSON SPECIFICATION – DESIRABLE

Education, training, qualifications and experience

- Training or qualifications relevant to the post – such as Legionella awareness, fire risk management, swimming pool management
- Plumbing, electrical or other building trade experience or qualifications
- Minibus driver training (MiDAS or similar)

Experience

- Experience of playing field/grounds management
- Experience working in a school
- Experience working with listed buildings

Safeguarding

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

All applicants must be willing to undergo child protection screening appropriate to the post, including contacting past employers and the Disclosure and Barring Service, disqualification, prohibition and other checks relevant to the role.

Remuneration

The full time salary for this post will be £27,000-£30,000 per annum dependent on skills and experience. This post attracts an annual leave allowance of 30 days.

All completed application forms should be sent to:

Katie Chorley, Business Director
St George's School, Windsor Castle, Windsor, SL4 1QF

Or email to recruitment@stgwindsor.org

The closing date for applications is Friday 8 July 2022. Interviews will be held as soon as possible after the closing date. The successful applicants will be notified by telephone or email. The school reserves the right to consider applications as they are received.



MESSAGE FROM THE HEAD MASTER

I am absolutely delighted you are considering applying for a post at St George's School.

Our school has existed since 1348. With a long heritage of educating the Choristers of St George's Chapel, this continues to be a core function of the school. However, we are now an exciting and happy Prep School for girls and boys aged 3 – 13. I am very proud to lead this wonderful, vibrant and diverse community of pupils, staff and families. We employ over ninety staff, all of whom contribute hugely to the success, warmth and happiness of the school and pupils. In turn, a tremendous spirit of friendship, mutual trust and collaboration exists at St George's, and I want every new appointment to buy into this.

Our core school values are: kindness, honesty and courage. These form the very foundation for our pupils, and together with a passion for instilling a love of learning, I want to employ like-minded people who live their lives through these values. Building on centuries of first rate education, we are embarking on an exciting journey as a school. Before you choose whether to apply, I strongly urge you to look closely at our strategy, which can be found on the following link: <https://www.stgwindsor.org/about-us/strategic-vision/>.

Maintenance, upkeep and development of the site forms a critical part of the success of the school and the smooth day to day running of the buildings and grounds is key to providing the students and staff with the very best environment for learning. The facilities team are critical to the delivery of this and we expect the team members to strive to achieve the highest standards of quality and presentation in their work.

The whole support team form a key part of the successful day to day operation of the School and, like all staff, are expected to buy into and fully support the school's values and vision. If you believe you would thrive working at St George's we would be delighted to hear from you.

There can be very few opportunities like this, working within the curtilage of Windsor Castle in a community that is driven by innovation whilst remaining true to a heritage that stretches back over 700 years.



ABOUT THE SCHOOL

St George's School, Windsor Castle, is an IAPS school situated in the heart of the vibrant, historic and cosmopolitan town of Windsor. An integral part of the College of St George and with close links with Windsor Castle, we make the very most of our special location.

St George's School is in the enviable position of offering an exceptional range of academic, music, sporting and creative opportunities. In one of the most inspiring places in the UK, St George's provides an outstanding start to a child's education.

The School is fully co-educational with approximately 330 girls and boys on the roll from Kindergarten to Year 8. There are two sections to the school: The Pre-Prep caters for children from Kindergarten to Year 3; the Prep for children from Year 4. Both are led by a Head of Section, who in turn reports to the Head Master. There are two classes per year group. The maximum year group size is 40 with no class bigger than 20. Many of our families are local, however there is a flourishing boarding community for children from Year 4 upwards. Housed within the main school, a caring team, led by the House Parents, look after approximately 30 weekly boarders and many more who choose to stay over.

We operate a 2 building site with specialist teaching spaces for music, science, art, DT and food technology complimenting the classroom spaces. In addition to our swimming pool and gym our facilities also include playgrounds, gardens and sports fields. The school also has a handful of resident staff accommodations which are also maintained by the facilities team. The school buildings are within a conservation area and have listed status.

THE FUTURE

St George's is embarking on an ambitious plan which will take the school to 2025. For more information on our strategic development and ethos, please visit our website at www.stgwindsor.org