



Lettings Caretaker Candidate Information

March 2022



**CHELTENHAM
BOURNSIDE
SCHOOL**

Empowering lives
through learning



CHELTENHAM BOURNSIDE SCHOOL



Welcome to Bournside

People are at the heart of Bournside.

Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious,** and **Supportive**. These are our values and whilst you'll see them written on our website and on our corridor walls, where you'll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn, and the way we ensure that every day, in and out of lessons we are living our vision: **empowering lives through learning**.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. The size of our school means that whatever your role, you'll benefit from having a dedicated, specialist team around you. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It's not at all unusual for several generations from the same family to have been part of Bournside school. We've been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Piers Cardon, Facilities and Estates Manager ptc@bournside.gloucs.sch.uk. I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 9am 14th March 2022.

I look forward to receiving your application to join us in **empowering lives through learning**.

Steve Jefferies
Headteacher



CHELTENHAM BOURNSIDE SCHOOL

Lettings Caretaker

Start date: Immediately
Salary: £18,562-£19,698
Contract: Permanent, 37 hours per week, 52 weeks per year with opportunity for overtime.

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2016), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We are looking to appoint a Lettings Caretaker to join and support the site team. You will work under the guidance, support and direction of the Facilities and Estates manager.



Empowering lives through learning

**Applications by:
9am 14th March 2022**

The site team is responsible for the upkeep, maintenance, security and presentation of our school site. This is a fundamental role within our school and the successful applicant will form part of a larger team who pride themselves on maintaining a safe, secure and visually appealing school site for staff, students and visitors.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

Application pack:
www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/



Warden Hill Road, Cheltenham, GL51 3EF | hr@bournside.gloucs.sch.uk | 01242 235555



Job Description

Lettings Caretaker

Post title: Lettings Caretaker

Responsible to: Facilities & Estates Manager

Hours per week: 37 hours per week (There may be opportunity for overtime)

Working days and hour: Monday to Friday (4pm-10pm, some weekend work may be required)

Working Weeks: 52 weeks per year

Contract Type: Permanent

Salary: D3-6 £18,562-£19,698

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

Purpose

- To support the Facilities & Estates Manager in leading all associated activities in order to best support the school in achieving its strategic objectives.
- To promote the school's aims and priorities, and to achieve targets in line with the school's strategic framework and short-term priorities.

Specific responsibilities

- Supervise the school during the evenings assisting the sports centre with letting when required.
- Carrying out and supporting the general and skilled maintenance and upkeep of the site and buildings, managing building/repair works in liaison with the Facilities & Estates Manager, keeping appropriate logs, records and reports
- Ensuring standards of safety, cleanliness and tidiness are maintained and monitored throughout the school and grounds
- As a key holder to respond to emergency call-outs in the event of fire damage, burglary, floods, snow or ice etc.
- Security of the buildings and grounds
- Taking necessary steps for the security of the site including on occasions securing the school at the end of the day including ensuring that the fire and intruder alarms are fully operational
- Ensuring the maintenance of boundaries, footpaths and car parks on the school site
- Assessing risks and taking all reasonable steps to restrict access to potential hazard
- Monitoring the site to ensure that all work areas are kept clear of obstruction, particularly those associated with fire escape routes
- Ensuring that snow and ice are cleared in order to maintain entrance, exit and communication routes to all buildings for pedestrians and essential delivery or emergency vehicles
- Ensuring the efficient and optimum operation of the schools heating system, including carrying out simple maintenance and arranging for the system to be overhauled and repaired by appropriate engineers when required.
- Cleaning duties including emergency cleaning which may be necessary to maintain hygiene standards.

- Convey waste to the appropriate central refuse area as required.
- Movement of furniture and equipment around the school.
- Monitoring the use of electricity, gas and water consumed and ensuring that any equipment connected to these services are left in a safe condition at the end of the school day and during holiday periods.
- Ensuring the safe storage of any flammable/toxic substance on site other than those in laboratories or workshops.
- Inspection of all goal posts and pitches.
- Painting and decorating throughout the School.
- Attending to grounds maintenance contractors working on site.
- Maintaining the appearance of the school site, including any shrubs and planted areas.
- Sweep and clear the car park/recreation areas to ensure that they are kept free from glass and other hazardous debris.
- Litter picking from all school grounds/areas.
- Check all fire equipment within school to ensure that it is maintained in operational condition.
- To undertake training as required.
- To ensure that all of the School's minibuses are in a clean and tidy condition (internally and externally) and check oil, water and tyre pressures of the minibus.
- Setting up equipment and facilities for external lettings.
- Covering set down and site security in times of sickness and annual leave.

Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



Person Specification

Lettings Caretaker

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Maths and English at GCSE level. • Ability to use basic IT packages and online applications. • Commitment to complete relevant training, including first aid, COSHH awareness, manual handling and health & safety training. 	
Experience, understanding, and knowledge	<ul style="list-style-type: none"> • Experienced and proven record in carrying out skilled maintenance tasks to a high standard. • Sound experience in general building, plastering, decorating, carpentry and general maintenance. • Experience of working to deadlines and prioritising own work load. • Working knowledge of the application of Health and Safety legislation regarding general maintenance areas and safe systems of work. 	<ul style="list-style-type: none"> • Experience of working within a site team • Experience in working in a secondary school • Understanding of Child protection/safeguarding
Personal qualities	<ul style="list-style-type: none"> • Good oral communicator and interpersonal skills • Ability to relate to both adults and children • Good problem-solving skills • Self-motivated with high levels of personal drive • Ability to meet deadlines • Ability to work effectively whilst alone and also as part of a larger team • Is aware of their own strengths and areas for further development • Resilient and able to accept constructive feedback from others in order to further improve performance • Able to prioritise tasks effectively and efficiently • Ability to handle confidential information sensitively 	



Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction, to support you in understanding and coping with your new role.

Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as your start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



Employee Benefits

Support Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

Professional development

- Support to complete further academic study and professional qualifications.

Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



Our Values

We are...

PURPOSEFUL

We persevere to achieve our goals and aspirations

PROUD

We celebrate everyone's effort and achievements

RESPECTFUL

We care about each other and believe in equality and kindness

CURIOUS

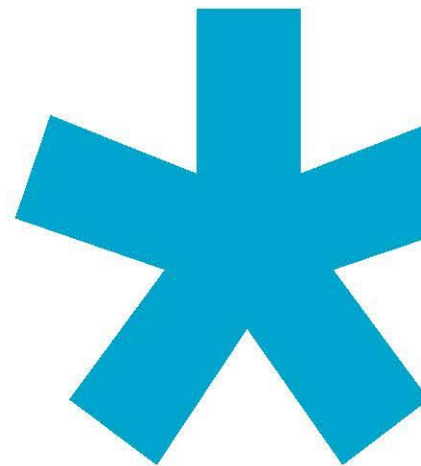
We have enquiring minds and are not afraid of challenge

SUPPORTIVE

We make a positive difference to each other's lives

AMBITIOUS

We aim for the very best in all we do



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