



## **Welcome**

I am delighted that you are considering applying for the position of Caretaker / Custodian. This opportunity has arisen due to growth in the school from September 2024.

We are a successful, forward-thinking, co- educational independent school with a long tradition of developing and promoting individual talent and encouraging high aspirations within an environment of continuous improvement. Our history dates back to the 14th century, but we are also very much an innovative and forward-looking school that combines a strong focus on academic excellence with a rich co-curricular programme to enable our pupils to 'discover who they are' and unlock their potential in a school with a strong sense of community. The School continues to challenge itself on how we deliver our education services (recent years have seen the launch of a kindergarten, the establishment of a transport division, the opening of an international boarding house, and the deployment of iPads).

This is a fantastic opportunity to join our facilities team, as a Caretaker / Custodian, you would be responsible for locking and unlocking the school, managing waste, completing all portering tasks allocated and carry out routine inspections and compliance tasks. Contracted hours for this role are 40 hours per week Monday – Friday

If this role represents the type of opportunity and challenge which excites you, and you believe you have the necessary skills and experience to work with an excellent team, then we would be pleased to receive your application and give it serious consideration.

Barnaby Rimmer  
Headmaster

## **About the School and location**

Wisbech Grammar School (WGS) is an independent, co-educational school located near the centre of the historic town of Wisbech in Cambridgeshire, on a green site of 44 acres beside the River Nene which runs through the town. The School offers a broad, high-quality education with excellent pastoral care for around 590 children aged 3-18. It is predominantly a day School but, in recent years, has started to take a limited number of boarders, mainly from the Far East.

The School is located on a single site with the Preparatory School and the Senior School sharing the same buildings and extensive playing fields. The Kindergarten was established in 2018.

The School is well-equipped with modern facilities for academic learning and co-curricular activities, and it has an ambitious programme for continued renewal. Wisbech is a historic market town with a royal charter in north Cambridgeshire and it straddles the River Nene, roughly halfway between Peterborough and King's Lynn. The town has a population of just over 36,000 and there are good road links to Cambridge, Norwich and Peterborough. The fast East Coast rail line runs twice hourly services from Peterborough to London in well under an hour. There are regular services to the East and West Midlands, and the North. Forty minutes to the north of Wisbech are the beautiful sandy beaches of North Norfolk coastline and the Sandringham estate. Easy access to lively urban centres combined with its proximity to areas of natural beauty, make Wisbech a highly desirable area to live.

## **History and development**

WGS was founded as a school for boys in 1379, making it one of the oldest Schools in the country. It was established by the Guild of the Holy Trinity, a group of scholars who were highly influential in developing the social and economic life of the town in the Middle Ages.

WGS has been a cornerstone of the town over many centuries and its presence was a vital factor in the granting of a Charter for Wisbech in 1549.

Since its establishment, change has been in the DNA of Wisbech Grammar. It has occupied a number of sites within the town over its evolution. In 1905 Wisbech High School was established to provide the same educational opportunities for girls as boys enjoyed at the Grammar School. The two Schools developed concurrently until they were merged in 1970, when the boys school moved across the river Nene to its current location today.

In 2018, WGS launched its International strategy and welcomed its first international pupils the following year as the school evolved once again from a day school to a boarding School. January 2020 saw the opening of a second boarding house and there is now capacity for 28 boarding pupils as well as homestay placements.

September 2019 saw the expansion of our Early Years setting to offer more classrooms and bringing the spaces up to date with the most modern technology available. There has been a demand from the local community to offer more spaces in Kindergarten and Reception.

### **Application process**

To apply please download an application and equality form from our website [www.wisbechgrammar.com](http://www.wisbechgrammar.com). Your application should include a letter stating how you meet the job description addressed to Mr Barnaby Rimmer, Headmaster.

Please send postal applications for the attention of Ana Brady, Head of Human Resources, Wisbech Grammar School, Chapel Road, Wisbech, PE13 1RH or send by e-mail to [HR@wisbechgrammar.com](mailto:HR@wisbechgrammar.com)

Closing date: Applications must be received by 02 August 2024

Short list: Short listed applicants will be informed by 06 August 2024

Interviews: Will take place on 09 August 2024

If you are interested, then please submit an application as soon as possible. The School is happy to accept early applications by CV initially and reserves the right to close this vacancy earlier than the date above.

Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and a medical.



<b>Job Title</b>	Caretaker / Custodian
<b>Reporting to</b>	Facilities Manager
<b>Probation</b>	1, 2, 4 & 6 month reviews in the first year of the role which will also apply if the successful candidate later changes to a different role / promotion.
<b>Medical</b>	<p>The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the school. Initially this will be a self-certification, which may result in Pre-Employment screening by our Occupational Health provider.</p> <p>Please note that all School buildings operate a no-smoking policy.</p>
<b>Benefits</b>	<p>Wisbech Grammar School provides</p> <ul style="list-style-type: none"><li>• Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution</li><li>• Childcare voucher scheme</li><li>• Fee discounts for dependent children</li></ul>
<b>Safeguarding</b>	<p>Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment.</p> <p>The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS).</p> <p>The postholder is responsible for ensuring that they</p> <ul style="list-style-type: none"><li>• undertake all mandatory training on the school defined timetable (annually at time of writing this document)</li><li>• read, digest and adhere to all mandatory training on the school defined timetable (annually at time of writing this document)</li></ul>
<b>Data Protection</b>	<p>In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information.</p> <p>Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals.</p> <p>A strict code of confidentiality must always be adhered to.</p> <p>Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.</p>

## **Principal Role**

The School Facilities team are responsible for ensuring that the school facilities provide an environment that is safe, clean and inspires Staff and Pupils.

The Facilities team duties are split between 3 sections, Operations Services, Estates Services, and Transport Services.

The Caretaker / Custodian reports to the Operations Services Team Leader. They are responsible for locking and unlocking the school, managing the school waste, completing all portage tasks allocated, carrying out routine inspections and compliance, alarm response, undertaking maintenance and cleaning tasks as required, guiding visitors at the School and supporting the Facilities teams.

We are seeking a Caretaker / Custodian to carry out this role whilst contributing and supporting the wider Facilities team, staff, pupils, visitors and external bookings. We ask all staff to act as ambassadors for Wisbech Grammar School, promoting the School positively when interacting with pupils, parents, staff and visitors. Initiative and flexibility will be key attributes of the successful candidate. The School is very busy and involves periods of working to tight deadlines and schedules. It offers diverse and varied duties and a friendly and supportive staff.

This list of duties and responsibilities is not exhaustive; it is an indication of the main areas of focus and responsibility. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post.

## **Contract**

Working hours are 40 hours per week across the year.

Term Time working typical shift patterns

Mon – Friday 06:30-15:30 (early) 09:30-18.30 (day) 12:30-21:30 (Late) with an hour unpaid break.

Occasional Saturdays 07:30-16:30 with an hour unpaid break.

Shifts are on rotation with the other members of the team. This ensures experience of both unlocking and locking site.

Non-term time working

Either early or late 8 hour shifts to be agreed as appropriate 0630-1530 or 0930–1830 Monday to Friday (with an hour unpaid break).

We offer reduced scheduled hours in term time so that a number of banked hours can be built up to cover extra-ordinary School events.

Shift patterns are indicative and may change following consultation. The Post holder will be expected to work those hours that are necessary to fulfil the responsibilities of the role and to meet the needs of the School which will depend on the activities planned.

Holidays

6 Weeks Holiday, 4 of which are to be taken during school holidays, excluding first and last week of summer break and including 5 days mandatory shutdown over Christmas.



## **Detailed Role**

The list of duties and responsibilities is not exhaustive; it is an indication of the main areas of focus and responsibility. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post.

## **Waste Management**

- Collect all waste from the collection points around the school at agreed times of the day.
- Carry out daily Litter picks around the school and adjoining property to ensure the school looks its best at all times.
- Locking and unlocking site and activation and disabling of security systems
- Unlocking the school car parks and check the perimeter security for any signs of intruders, and ensure no intruders are on site.
- Check the heating systems are working and if required reset boilers.
- Take all overnight Rubbish from agreed locations to the main waste bins.
- At weekends and non term time, not all school buildings are unlocked, review the events planned and unlock the required buildings.

## **General Portorage**

- The school receives a large numbers of letters and parcels on a daily basis. The Caretakers / Custodians are expected to deliver general post to the staff in-trays located around the school.
- Parcel collection needs to be dealt with on need basis as deliveries arrive. This needs to be scheduled with the Pupil Services Team as we try to avoid large parcels being left in the main visitor reception area, but we also need to balance the other duties with the number of times we collect parcels.
- For visitors and events parking allocation signs are to be put out, and any direction signs for events are to be produced on the computer, laminated and displayed in the correct locations around the school.
- Event support, for major school events and external booking, such as Balls, the Custodians are expected to be in attendance and available to welcome visitors and guide them to the correct locations and be able to support visitors in an emergency.
- Caretaker / Custodians will be trained as Fire Marshalls and have First Aid training and will be expected to support the school's evacuation and lockdown protocols.
- Caretaker / Custodians are expected to be on the school Alarm monitoring and Call out list for out of hour's emergency call outs, to respond to Intruder and fire alarm activations and if required notify the Alarm monitoring group. They will be supported in this by school staff living on site and Estates staff. The custodian would only be expected to cover on their working days on a rota basis.

## **Car Park Duty**

- Custodians may be required to be on duty in the car park for afternoon pupil collection to get cars parked and the pupils safely to the cars and away in an efficient manner. The school operates a drop of lane to reduce the need for parking spaces. This is to be a supportive role and not confrontational



if parents chose to ignore your requests. Any issues with parents should be directed to a member of the teaching staff on duty

### **School Cleaning**

- The school cleaning team works two shifts, early morning (0700-0900) and evening (1630-2130). During the day when there are limited cleaners there may be incidents that require cleaning. The Caretakers / Custodians are expected to work with the Operations Services Team Leader to complete this work (to ensure the school looks its best at all times).
- During the evening it is expected that the Caretaker / Custodian will support the Cleaning Team through waste collection, and to cover any absence.
- If required on a weekend the Caretaker / Custodian will have cleaning duties, with specific focus on Sports Hall and the Skelton to ensure the rooms are ready for use.

### **Maintenance and compliance**

- The school has an Estates Operations team for the larger and more complex maintenance and project works required around the school, but smaller maintenance and repair works may be issued to the Caretakers / Custodians to complete. This will include changing light bulbs, batteries, minor repairs, and unblocking drains.
- To ensure legal compliance the school need to carry out routine checks and inspections. The Caretakers / Custodians will be responsible for completing some of these checks and reporting the results. These include temperature checks, fire extinguishers, fire doors, first aid boxes, lockdown information and water and portable electrical testing (PAT) after appropriate training.
- Staff Notice boards need to be kept up to date with legal compliance and general information, the Custodians will remove old documents and replace with new documents.

### **Help desk**

- The school has a help desk email for all school users to log requests for services, this includes additional cleaning and portage tasks needed, when these are collated onto the weekly works list it is essential that you work through these tasks and complete them in a planned and timely manner.
- Where you notice issues around the school that need attention you need to report these by adding them to the Help desk task list.
- Add any requests that come via other sources to this list to ensure we have a complete list of all works carried out by the Facilities Teams.

### **Health & Safety**

- Ensure all COSHH, Risk Assessments and Method statements (RAMS) are up to date and relevant to the materials and task being completed and ensure all staff are fully aware of the RAMS and follow them when working.
- Ensure that you are fully trained on the equipment and understand the COSHH for the Materials used.



### **Weekend Events**

- At weekends there can be a number of events happening at the school, sports events happen most weekends, other external bookings and open days are also regular events. You will be required to support these events.
- Before sports start you will help the Grounds staff put out Post protectors, Nets, corner flags, and any other sports equipment planned to be used on that day. After the sports events have finished you will need to put this equipment away, there may not be any grounds support after the events have been set up.
- For sports events you will meet visiting parents and sports teams and direct them to the correct pitches, put out information signs and man the information point when requested.
- During the events you will be visible to staff and visitors, collecting any waste, supporting catering staff and grounds staff in setting up the pitches and serving food if required.
- You will need to manage lone workers on site to ensure their safety and wellbeing.
- After events you will be required to support cleaning staff or clean rooms so that they are ready to use on the Sunday/ Monday as required.
- On weekends where there are no events you will be given a list of tasks to complete



Attributes	Essential	Desirable
<b>Qualification</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Trade skill in a maintenance / construction related field</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Health and Safety knowledge and ability to apply this to all work</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in cleaning commercial/complex buildings</li> <li>• Experience of working as a caretaker / porter</li> <li>• General handy maintenance skills</li> </ul>
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills including adjustment to meet the needs of the target audience</li> <li>• Able to communicate accurate, timely and digestible information to senior staff together with explanations and recommendations</li> <li>• Good time management skills</li> <li>• Ability to build positive relationships with a diverse range of staff and pupils</li> <li>• Can show initiative, creative thought and understanding of the importance of being proactive in a busy workplace environment</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Be professional and well organised.</li> <li>• Be able to be flexible and work under pressure, both independently and within a small team</li> <li>• Be capable of high standards of physical, emotional, social and intellectual care for the pupils.</li> <li>• Can consider issues objectively and from a holistic school view.</li> <li>• Warm and approachable personality that shows tact and sensitivity.</li> <li>• Patient, reliable and trustworthy</li> <li>• High degree of emotional intelligence</li> <li>• Keen eye for detail</li> <li>• An understanding and commitment to the ethos, culture and priorities of the school</li> <li>• Be an ambassador for the school</li> </ul>	