

# RECRUITMENT PACK - Caretaker (Full or Part Time)



## Beaumont School

Enjoy & Excel

# ENJOY & EXCEL

We pride ourselves on the quality of the staff we have at Beaumont, allowing our students to Enjoy & Excel, both within and beyond the classroom.

**62.4**

**ATTAINMENT 8**

**73%**

**OF STUDENTS  
ACHIEVED  
GRADES 9-4  
IN ENGLISH &  
MATHS**

**B**

**AVERAGE A  
LEVEL GRADE**





# PROVIDING OUTSTANDING EDUCATION

Beaumont is a truly outstanding school which achieves the very highest levels of academic success across a broad and balanced curriculum, supported by excellent pastoral care. We are an 11-18, mixed, community school with Academy status, located on the east side of St Albans, with specialisms in Languages, Mathematics and Computing. The school provides an outstanding education where all students are encouraged to succeed and are given a wide range of learning and enrichment opportunities in which to 'enjoy and excel'.

At Beaumont we firmly believe that happy students achieve more and that's reflected in our philosophy of 'Enjoy and Excel'.

Our school is a real community with an experienced and passionate staff who want the very best for our students.

We're proud of the academic excellence we achieve, and aim for all students, regardless of ability, to be able to make excellent progress, and encourage all our students to take advantage of the wealth of extra curricula activities available, enhanced by our outstanding facilities.

We're equally committed to our staff thriving, so career progression and staff wellbeing are high on our objectives. We have high staff retention rates: I trained here myself back in 1990. There is capacity for career development including CPD, internal promotions and links to the Chartered Teaching Programme.

Beaumont prides itself on being a friendly, caring and supportive environment. We have amazing students and staff, and a strong culture based upon respect.

We very much look forward to receiving your application.

Martin Atkinson  
HEADTEACHER



# Staff Wellbeing

Our Staff Charter details the workload support we offer staff click [HERE](#) to find out more



## Staff Wellbeing committee

Opportunity to join the staff wellbeing committee to share ideas and help us support staff with their wellbeing.



## Clear Calendar & Timetables

All school events are calendared for the year ahead, with clearly identified & distributed deadlines for data. Teaching timetables are published well ahead of the end of year.



## Buddy for all New Staff

All new staff are assigned a buddy once recruited to support them both on the lead up to joining, and across their first year.



## Minimal Out of Hours Email

A school wide focus on minimising email communication during evenings & weekends, making use of Gmail 'scheduled send'.



## Great Supportive Team

We are proud to have created a great team that supports each other to succeed and balance family life with work.



## Annual Flu Jab

An annual flu jab for all staff, available each winter, free of charge.



## Cycle to Work Scheme

We have a salary sacrificed cycle to work scheme starting in September 2020.



## Discounts with Beaumont Evening Classes

Opportunity to join classes such as French, German, Italian, as well as cake decorating, therapeutic Art & Woodwork and Textiles.

## Focused CPD and Career Opportunities

We encourage all our staff to engage in reflective and relevant CPD regularly and promote opportunities to progress.



## Skills training packages for all

Unlimited access to Isteck, TES training packages covering excel, word, google and topics such as time management and mental health training.



## Regular staff clubs and events

Regular staff clubs such as Menopause group, book club and use of the library, netball and football club as well as whole school events are available.



## Discounts and Wellbeing services

Edenred discounts scheme offering fantastic discounts on a wide range of products / services.



## Use of Fitness Suite

The fitness suite with cardio machines, weight machines and free weights is available to use.



## Dedicated staff areas

Staff rooms and workspaces including an outdoor area for staff only.



## Staff fund

Staff contribute a small amount to cover gifts to staff for life events (births, weddings etc).



## Complimentary Refreshment

At break and complimentary food provided on INSET days and evening events such as consultation evenings, STE.



## Staff Perks

Employee Assistance Programme (Free 24/7 counselling, legal & information line to help employees deal with personal problems that might adversely impact their work performance, health and wellbeing).



It is our intention to continue all of these items for the foreseeable future, unless prevented by financial constraints.

Enjoy & Excel

# THE FACILITIES & SITE TEAM

**Essential Support Staff (ESS) that deal with a range of day to day premises issues. ESS plays a pivotal role in supporting the smooth running of all operations within the school community. In addition to the Facility and Site team, ESS includes; Human Resources, Cover Team, Exams Office, Library, SEN team, Attendance team, Main Office and Reception, Reprographics, KS3/4/5 Support Teams, Technicians, Finance & Data and ICT**

The site team provide site and facilities operational support to the whole school, across weekdays from 6am to 10pm. This vacant position will provide support from 2pm to 10pm Monday to Friday. A wide range of premises related duties are carried out by the team to ensure a clean and safe environment is maintained at all times. The role includes working both on your own, and as part of a team and being able to proactively resolve issues as they arise.

Jim Crompton  
Facilities Manager



# JOB DESCRIPTION

|                        |   |
|------------------------|---|
| <b>Job Title:</b>      | Caretaker (H3)  |
| <b>Responsible to:</b> | Site Supervisor   |
| <b>Commitment:</b>     | We would consider full time or part time, job share applications  |
|                        | <b>Full time:</b> 37 hours a week, 52.14 weeks a year working<br>Mon to Thurs 2pm - 10pm, Fri 2pm - 9:30pm  |
|                        | <b>Part time:</b> could be 2pm - 6pm (20 hours per week)<br>or 6pm - 10pm with a 9.30pm finish on Fridays (19.5 hours per week)                   |
|                        | 25 days holiday (prorate for part time)   |
| <b>Salary range:</b>   | Full time salary range £25,583 - £25,989<br>Plus annual fringe allowance of £729 & annual out of hours allowance of £2434 (prorate for part time) |

## Accountability

- To contribute to the smooth running of the school by ensuring the site is kept clean, tidy and safe for all users.
- Carrying out day to day maintenance.

## Tasks

The tasks currently associated with the job are:-

- Outdoor litter clearance, emptying outside bins and sweeping to ensure a clean and tidy site
- Set up for events/meetings/examinations as necessary and prepare the premises for chairs/tables to the requested layouts whilst ensuring due regard to health and safety
- Deliver/move parcels and packages to appropriate departments/personnel
- Clear and clean up at the end of meetings and events and prepare the areas for normal use.
- Carry out cleaning duties when required in designated areas
- Liaison with the school's contract cleaners, partners and external contractors as necessary
- To gain knowledge of the use and location of the school's plant/equipment, utility intakes and meters, alarm system, fuse boards, stopcocks, etc
- Carry out handyperson duties which will include daily routine maintenance tasks and some minor DIY works.
- Report to the Site Supervisor/Deputy Site Supervisor any damage or faults to the buildings or fixtures and fittings and carry out repairs as required
- Ensure H&S practices are being followed when carrying out tasks
- Ensure procedures are followed in the event of an emergency situation e.g. fire evacuation
- Maintain a visible presence whilst on duty and remain contactable via the school's designated mobile phone
- Complete all end of day tasks including but not limited to: close all windows, lock all doors and set alarms before leaving the site
- To build and maintain good working relationships with staff and users of the school site
- To carry out other tasks as designated by the Site Supervisor or Deputy Site Supervisor

# PERSON SPECIFICATION

|   | <b>Essential</b>   | <b>Method of Assessment</b>   |
|---|--|---|
| <b>Education,<br/>Qualifications<br/>and Training</b> | <p>Essential:</p> <ul style="list-style-type: none"> <li>• Current First Aid qualification or willingness to undertake training to become a qualified First Aider</li> <li>• Undertake evacuation chair training</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Completed secondary education</li> <li>• Training in Health &amp; Safety, working at heights, manual handling etc</li> </ul>  | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Certificates</li> </ul>                    |
| <b>Experience</b>                                     | <p>Essential:</p> <ul style="list-style-type: none"> <li>• Experience of carrying out basic DIY tasks</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Previous experience of working in a premises role in a school or public building</li> <li>• Experience of cleaning in a work environment</li> <li>• Proven experience in carrying out maintenance in a school or similar organisation</li> </ul>   | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> </ul> |
| <b>Knowledge and<br/>understanding</b>                | <p>Essential:</p> <ul style="list-style-type: none"> <li>• Proven ability to work as part of a team</li> <li>• Good basic DIY skills</li> <li>• Good oral communication and ability to portray a positive image of the school</li> <li>• To have an understanding of and a commitment to child welfare and safety</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Proven ability to work alone without supervision</li> <li>• Ability to work in an organised manner &amp; use initiative</li> </ul> | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> </ul> |
| <b>Skills and<br/>abilities</b>                       | <p>Essential:</p> <ul style="list-style-type: none"> <li>• Good timekeeper, organised, motivated, hardworking with a sense of humour.</li> <li>• Reliable and trustworthy</li> <li>• Flexible attitude to working hours</li> <li>• Enjoys working outside</li> <li>• Good team player</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Mature attitude which inspires confidence in those you have contact with</li> </ul>  | <ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> </ul> |

## APPLICATION PROCESS

Beaumont fosters a culture that is inclusive, as well as diverse and where our people can be themselves. As such, we have a valuable community of governors, staff, pupils, parents and alumni from a wide variety of backgrounds.

We welcome applications from all, with our primary goal being to recruit exceptional staff, who will provide exceptional learning to our students.

**To apply for this position, please complete the application form within MyNewTerm.** We are not able to accept CV's.

All questions regarding our application process can be directed to Human Resources at [hr@beaumont.school](mailto:hr@beaumont.school)

We are keen to give candidates a good insight to our school environment during their interview. **As such, the application process for this role will include:**

- Tour of the school – student led
- Interview (with Human Resources, leaders from the department and / or Senior Leadership team)
- Role specific task
- Meet the team

Applications will be reviewed upon receipt and interviews arranged accordingly; early applications are therefore encouraged.

We reserve the right to withdraw the advertisement early and once a suitable candidate is found.

# SAFER RECRUITMENT INFORMATION FOR CANDIDATES

This information is aimed at helping you to understand what is required should you be invited to interview. We do request that you bring to any interview all of the relevant Pre-Employment Vetting documentation. This will allow us to take copies and commence our safer recruitment checks quickly, in the event that you are successful. For candidates that are not successful, this confidential information would be disposed of securely.

## Safeguarding Children and Young People

Beaumont School is committed to safeguarding and promoting the welfare of children and/or young people.

We have robust processes and procedures in place to reduce risk and continuously promote a positive culture of safeguarding across our workforce. The post you are applying for is subject to our safer recruitment process and we would ask you to review our [related policy](#) ahead of any interview.

## Pre-Employment Vetting

As part of our safer recruitment process, Beaumont School operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below:

- **Declaration of previous convictions**

All posts at Beaumont School are exempt from the Rehabilitation of Offenders Act 1974, however some specific spent convictions and cautions are now 'protected' and need not be disclosed. All other police cautions or convictions for a criminal offence must be disclosed. Guidance can be found on the [DBS website here](#) where you can review the 'criminal record filtering rules'. As part of our recruitment process you will be asked to complete a staff declaration for disclosure of Criminal Offences.

- **Disclosure and Barring Service Check**

Successful applicants seeking to work with children and / or young people will be required to undergo an Enhanced DBS check; including Children Barred list checks. This will need to be completed and the original certificate seen by us, prior to your employment commencing.

To enable us to initiate a DBS check, please bring to the interview your appropriate Identification and Proof of Address documentation as per the guidance [here](#).

If you are subscribed to the DBS update service, please bring along your existing DBS certificate and we will ask you to sign a permission slip for us to complete an update check.

Where an applicant is not normally resident in the United Kingdom, or has been resident outside of the United Kingdom for more than 6 months within the last 5 years, an additional police check will be requested with the appropriate country of residence.

- **Qualifications / Registration with a Professional Body**

If the post applied for requires a specific qualification and/or registration with a professional body, you will be required to bring the original certificate(s) along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

- **Social Media Checks**

We may undertake social media checks as part of our recruitment process.

- **References**

Candidates are required to provide a minimum of two referees, one of whom must be your most recent employer and should be able to confirm your suitability to work with children and/or young people. If you have undertaken voluntary work with children and/or young people you may use the voluntary employer as a referee.

- **Eligibility to work in the UK**

We have a legal obligation to check that all potential employees are eligible to work in the UK.

Right to work in the UK will be validated through sight, at interview, of original documents that are on the list of [acceptable documents prescribed by the home office](#).

- **Medical Assessment**

All offers of appointment will be subject to you being deemed 'fit' to work with children and/or young people by our Occupational Health provider. We are a diverse employer and welcome applications from people who have a disability.

- **Training**

In advance of commencing, all new joiners will need to complete remote training on Safeguarding and Prevent. You will be sent logons in order to complete this. If you have worked in an educational establishment previously, we will accept existing valid certificates of this training (please bring these with you to interview).

# AT BEAUMONT

## ***What our staff and students have to say about our school...***

When I decided to change my career and become a teacher, I didn't really know what to expect. From my first day at Beaumont I felt welcome and that staff and students alike wanted me to succeed. Beaumont students are friendly, well behaved and want to do well. The feeling of community and pride that I sensed when I first arrived has only grown stronger as I have become a part of that community. The day to day support and encouragement I receive from my department has been a major factor in my succeeding as a new teacher. The senior leadership team is incredibly supportive, accessible and passionate about providing an environment where students can thrive. The mutual and respectful relationships that exist between staff and students make me proud to be a part of the Beaumont community. I have no regrets about becoming a teacher



**Ian Laws**

Beaumont school is a great place to work and for career development. There are lots of opportunities for training throughout the year. I initially applied as a part time SEN administrator but was offered some additional hours as a teaching assistant. I've had training for my admin role and it has developed since 2015 but I also now have the opportunity to take small groups of students for learning support lessons. The staff at Beaumont are very friendly and welcoming. The staffroom is also a warm and welcoming area and it's nice to see lots of different people in there. There are also lots of social gatherings throughout the year where staff from all departments can get to know each other and have a nice time. I have developed strong friendships with people in all different areas of the school. The ESS team are an important part of the functioning of the school and every person is a valued member of this community. I have always felt supported and appreciated in my role within this team and this is evident in the fact that this has been the longest that I have worked in the same organisation.



**Salma Khanum**



## CONTACT US



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