

SUCCESS FOR ALL
EDUCATIONAL TRUST



Redden Court School
Committed to Success for All

OUTSTANDING IN ALL AREAS



RECRUITMENT PACK

Dear Colleague,

Post: Site Keeper

Thank you for your interest in this post. To help you decide if the job would suit you please read through this recruitment pack, which we hope will give you a flavour of what the school is about and of what we expect from the successful candidate.

Redden Court School is a high achieving, successful, well-ordered and caring mixed comprehensive school for students aged eleven to sixteen which was recognised as being an Outstanding School in 2022. We are very proud of our school, our students and the Harold Wood community in which we serve.

Our vision is focused on 'Commitment to Success for All' with aspiration for all members of our community. Redden Court is the founding member of the Success for All Educational Trust.

If you would like to become a member of our thriving and successful community, please apply via 'Mynewterm' which can be accessed [here](#) by the deadline of Tuesday 11th August at 09:00am. Interviews are expected to take place during the week commencing Monday 17th August. We reserve the right to close this vacancy early if we receive sufficient suitable applications for the role. If you are interested in the role, please submit your application as early as possible.

If you wish to have an informal discussion about the post before applying please feel free to contact the Senior Operations Officer on 01708 730141 or by emailing afletcher@sfaet.co.uk. Our last Ofsted report can be found [here](#)

I look forward to receiving your application.



Yours sincerely,

Mr A Henry
Headteacher

Advert

Site Keeper - Based at Redden Court School

Scale 3 (point 5-6)

Actual Salary - £29,436-£29,856

Hours: 36 hours per week, 52 weeks per year

Leave Entitlement: 26 days annual leave rising to 29 days after 5 years service

Working Pattern: One 8 hour shift per day, 5 days per week (excluding bank holidays) on a rota basis set by the line manager with 48 minutes of unpaid break during each day.

Directly Responsible to: Site Manager

Indirectly Responsible to: Trust Senior Operations Officer, Trust Estate and Facilities Manager, Trust Health & Safety Operations Officer, and School Headteacher

As a valued and dependable member of our Site team, you will help maintain our school premises to ensure high-quality facilities and a safe learning environment for all students and staff. We are looking for a flexible, enthusiastic, and energetic Site Keeper to take on a variety of essential duties. Your core responsibilities will include daily operations such as opening and closing the premises, managing site security, and portering. In addition, you will carry out minor repairs, general maintenance, and cleaning, while also assisting staff with any site-related issues. Finally, you will provide vital team support by occasionally covering lettings and unplanned staff absences, as well as offering extra help during busy periods.

The successful candidate will need to be flexible, possess good time management skills, excellent communication skills, the ability to take direction, abide by school and Health & Safety procedures and have proven interpersonal skills.

Applicants will be based at Redden Court School, but may be asked to work across the Trust in any of our schools which currently include The Royal Liberty School, Sanders Draper School and Rise Park Academies. This list may expand based on any future growth within our Trust

Successful candidates will have:

- Excellent organisational and administration skills
- The ability to work as part of a team
- High level of team, interpersonal and communication skills
- The ability to manage time effectively, delegating tasks as appropriate, multitasking and working to tight deadlines
- A high level of initiative, enthusiasm and willingness to work in a collaborative manner
- Good understanding of Health and Safety in the context of a school environment

Previous experience is not necessary as training will be provided. The successful candidate will be required to act as a key holder which may include being called outside of normal working hours. The successful candidate will also be expected to cover site staff absence which involves some shift working.

Why Work With Us?

As an employer, we are committed to promoting career development and recognise hard work and effort. As an equal opportunities employer we offer from day one of your employment parental leave, compassionate leave and carers leave at or above the statutory levels. We are committed to wellbeing and flexible working requests which can be submitted from day one.

As an employee, you will be covered by our excellent well-being support and medical cover programmes provided through the [Spark](#) and [Medicash](#) organisations. This includes access 24 hours a day to a GP helpline, physiotherapy, optical support, dental treatment, and access to a counselling service.

Redden Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check (with children's barred list check)

Redden Court School is an equal opportunities employer including blind recruitment.

"We welcome enquiries from everyone and value diversity in our workforce. Applications are welcome from all sections of the community regardless of gender, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, disability, religion or belief, age or sex and sexual orientation."

Further details can be downloaded from our website www.sfaet.co.uk or please contact Annie Fletcher at The Royal Liberty School on 01708 730141 or email afletcher@sfaet.co.uk.

If you are looking to advance your career in a supportive and dynamic setting and are committed to providing the very best experience for our staff and students, we would love to meet you

The Trust's January 2026 Staff Survey results confirm it is a great, safe, and supportive place to work. Staff are significantly more likely to recommend the Trust as a good employer compared to the national benchmark. This positive sentiment is consistent throughout, with general job satisfaction and communication outcomes also being substantially higher than the national benchmark.

The Trust is a Disability Confident Committed employer and we welcome applications from the whole community. All applications for flexible working will be accommodated if operationally feasible.

Closing date: Tuesday 11th August 2026 at 09:00

Interview expected to be held: w/c Monday 17th August 2026

We reserve the right to close this vacancy early if we receive sufficient suitable applications for the role. If you are interested in the role, please submit your application as early as possible.

The use of AI is strictly forbidden to assist in any way with the interview/application process.

*Previous applicants need not apply

Job Description

Job Overview

- **Job Title:** Site Keeper
- **Grade:** Scale 3 (point 5-6)
- **Hours:** 36 hours per week, 52 weeks per year
- **Working Pattern:** One 8 hour shift per day, 5 days per week (excluding bank holidays) on a rota basis set by the line manager with 48 minutes of unpaid break during each day.
- **Leave Entitlement:** (Annual leave entitlement is defined in the employment contract)
- **Directly Responsible to:** Site Manager

Indirectly Responsible to: Trust Senior Operations Officer, Trust Estate and Facilities Manager, Trust Health & Safety Operations Officer, and School Headteacher

Job Purpose and Context

The Site Keeper supports the site manager and school by carrying out a range of caretaking duties including security and supervision of the site and related equipment, portage, cleaning and maintenance. The post holder may be expected to work across all schools within the Trust. The School Keeper will be deployed to each school by a Trust or Line Manager listed above and would be expected to cover for when site staff are unavailable due to holidays and/or sickness and to also assist where there is additional site capacity required.

The duties of the post as outlined will be subject to the appropriate equipment, risk assessment, safe systems of work, training, and competencies of the postholder. The Trust expects staff to work flexibly and with initiative to improve student outcomes, and as such the post holder may be required to carry out tasks as requested by your line management that are commensurate with the grade of the post.

Roles and Responsibilities

Maintenance, Assets & Grounds

- Taking bulk deliveries and conveying them to their points of distribution and ensuring all deliveries are dealt with quickly and efficiently.
- Dispatching laundry, goods, materials etc.
- Operating and ensuring all building plants including Heating, Ventilation, Air Conditioning (HVAC) systems are operational and in full working order so that the required temperatures are maintained in the premises and an adequate supply of hot and cold water is available.
- Carrying out frost precaution procedures.
- Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries, automatic pumps and areas subject to flooding

- Ensuring all school & Trust buildings, plant, and equipment is safe, secure, and in full working order and arranging for repair as appropriate.
- Carry out minor reactive repairs such as lightbulb replacements
- Carry out planned preventative maintenance such as servicing, cleaning or painting and decorating.
- Carry out small buildings or grounds project works such as refurbishment works including painting, and assembling flat-pack furniture.

Health, Safety, Security & Fire Management

- Act as a key holder, carrying out security procedures for the buildings and grounds.
- The routine and non-routine opening and securing of premises and grounds.
- Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s).
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Quickly respond to emergencies and take steps to reduce any risk of emergency accordingly.
- Carry out in-house tests, check, inspection and service (including fire alarm test, fire equipment & escape route checks, asbestos condition checks, plant, equipment & buildings) on time and record on the relevant system.
- Act as the Pool Plant Operator if the site has a swimming pool.
- Ensure the site is clear of hazards, traffic is safe for users, and the premises are accessible to all, especially regarding emergency evacuation for those with special needs and disabilities.
- Record and report any accidents, incidents, near misses, or reactive repairs through the Trust's reporting process.
- Carry out routine health and safety walks. Make the Site Manager aware of any external and internal health and safety issues and report them onto the asset, helpdesk and compliance management software.
- Work with the Site Manager to maintain appropriate health and safety and risk assessment records, ensuring they are kept up to date and meet current legislative and good practice guidance.

Contractors, Cleaning & Refuse

- Undertake cleaning duties where needed to cover cleaning staff.
- Undertake deep cleaning such as washing internal walls and ceilings, window cleaning, high level cleaning, including roofs, and gutters, as well as filters and grills in Heating, Ventilation, and Air Conditioning (HVAC) systems.
- Ensure the site is clean and clear of litter including emptying bins and litter picking of the grounds.
- Working at height using ladders or a Mobile Elevating Work Platform (MEWP) where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.

- Operate cleaning machinery such as floor cleaners, buffers, steamers and jet washers when needed
- Assisting with the supervision and training of cleaning staff in the absence of/as requested by the Site Manager.
- Monitor refuse to ensure the site is free of rubbish and a full recycling service is offered.
- Dealing with Premises related enquiries from visitors, contractors, staff, and students.
- Liaise with contractors, suppliers, and the appointed cleaning contractor as required by the Site Manager.
- Ensure contractors comply with asbestos registers, H&S policies, safeguarding procedures, personal hygiene, and water management arrangements.
- Ensure necessary legionella checks are undertaken and logs are completed.

Administration, Lettings & Compliance

- To use the helpdesk, and ensure priority and allocate tasks are completed on time.
- Record all in-house checks, tasks, and engineer reports on the asset and compliance management software, ensuring recommendations are reported.
- Undertaking letting and related duties as appropriate Including setting up of equipment and room facilities and preparing the school premises for out of school activities.
- Ensure that all room set-ups are done in a timely manner to help facilitate the smooth running of the school.
- Ensure school access, hiring, and lettings policies are followed, carry out checks on lettings and ensure building users are signed in and out.

General Duties

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line managers.
- To be flexible with working times and willing to assist when needed, sometimes at short notice or at different locations.
- To show initiative and deal effectively with unforeseen problems as they arise.
- To contribute in a positive way to the effective running of the school.
- Practise energy conservation by making maximum use of water and energy efficiency during the day and evening.
- Contribute towards Net Zero, Carbon Neutral, Energy Efficiency and Sustainability initiatives.
- Take appropriate action to identify, evaluate, minimise, and manage risks in the immediate working environment.
- Complete school-based induction and undertake necessary training to improve performance.
- Work in accordance with the values, culture, ethos, and inclusion policies of the school, proactively promoting anti-racist, anti-sexist, and anti-discriminatory behaviours.

- To take proactive responsibility for promoting and safeguarding the welfare of all children and young people within the school, strictly adhering to the school's Child Protection and Safeguarding policies.

Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
Experience of cleaning and first line maintenance	✓		Application & interview
Ability to use cleaning products	✓		Application & interview
Ability to operate security, heating plant and other routine building systems	✓		Application & interview
Ability to undertake routine DIY tasks	✓		Application & interview
Ability to communicate information clearly and effectively	✓		Application & interview
Ability to negotiate effectively to achieve best outcomes	✓		Application & interview
Ability to manage difficult or controversial exchanges		✓	Application & interview
Ability to work as part of a team	✓		Application & interview
Excellent organisational skills	✓		Application & interview
Ability to manage own time effectively and demonstrate a flexible approach	✓		Application & interview
Ability to work effectively with a range of adults	✓		Application & interview
Ability to work independently whilst using own initiative	✓		Application & interview
Ability to use basic computer applications	✓		Application & interview
Able to be flexible with their working hours	✓		Application & interview
Knowledge			
Understand the school's behaviour management policy	✓		Application & interview
Understand and support the differences in children and adults and respond appropriately	✓		Application & interview
Basic understanding of the learning experience provided by the school	✓		Application & interview
Understand and implement child protection procedures	✓		Application & interview
Awareness and commitment to equality	✓		Application & interview

Understand the role of others working in and with the school	✓		Application & interview
Qualifications & Experience			
Good understanding of Health and Safety	✓		Application
Basic knowledge of First Aid		✓	Application
Driving License		✓	Application