

Habs

HABERDASHERS'
ELSTREE SCHOOLS



Caretaker

CANDIDATE INFORMATION

Overview

Haberdashers' Elstree Schools consists of Haberdashers' Boys' School, founded in 1690 and Haberdashers' Girls' School, Founded in 1875.

Habs Boys and Habs Girls are two leading independent day schools for children aged 4–18.

The schools provide a challenging, positive, stimulating and secure community in which students enjoy working hard to fulfil their potential. The co-location of the Schools provides the best of both worlds: an excellent single-sex education within a co- educational environment.

The Schools trace their roots back to the 17th century when the founder, Robert Aske, established the principles that guide it to this day – to give talented and ambitious young people the opportunities they need to succeed in life.

The Schools' priority is the education of the whole person, amongst other bright, well-motivated students, taught by a highly qualified, committed staff. In partnership with parents, it aims to provide every student with the intellectual, cultural, physical, moral, personal and spiritual resources she or he needs to give her or him confidence to go forward in a changing world.

The Schools have a diverse community which nurtures a global perspective and a deep sense of responsibility for the world in which their pupils will lead and succeed. The excellent

The Schools' academic results place it amongst the highest-ranked schools in the UK.

The Schools occupy purpose-built facilities in a superb setting: 100 acres of playing fields and grounds, all within easy reach of North London.

pastoral care, broad academic curriculum and far-reaching co-curricular provision prepare students for success, wherever their passion may take them.

The Schools operate an extensive coach network for use by students and staff, ranging from Harpenden in the north, St John's Wood in the south, Hertford in the east and Rickmansworth in the west.



Co-location

One of the distinctive features of the Schools is the fact that Habs Boys and Habs Girls are co-located on the same campus.

Habs Elstree Schools offer a distinctive learning experience - the very best of single-sex education in a truly co-educational and collaborative environment.

Across the whole age range, close links are forged across the schools. In the Sixth Form, the schools run a joint Enrichment programme to supplement the curriculum.

Since September 2022, co-educational teaching has occurred across the subject range at A Level: each child undertakes at least one subject in a co-educational class.

The Schools work closely together on extra-curricular and co-curricular levels, with joint trips, concerts and clubs taking place across the age ranges.

Additionally, the Careers and Higher Education staff work closely to provide all students with unparalleled access to a range of alumni who provide guidance, expertise and practical opportunities.



The Haberdashers' *Family*

The Elstree Schools (Habs Girls and Habs Boys) are part of the Haberdashers' Company and, as such, form part of a wider family of schools in both the independent and state sectors across England and Wales.

Between them, these schools operate across the grammar, academy and independent sectors, educating children at primary, prep and secondary ages, with both boarding and day provision. There is active sharing of best practice at multiple levels between all four main 'hubs', and the Company is a recognised voice on the national educational stage. More directly, the Haberdashers' Company is highly engaged in the work of the Elstree Schools in a number of ways, including deputations, the provision of Governors and charitable funding, and cross-hub events in music, sport and other co-curricular activities.

There is ongoing work to deliver "The Haberdashers' Advantage programme", leveraging the enormous Haberdashers' community across all the Schools to benefit students with mentoring, admissions advice, charitable support, character development opportunities and cross-hub experiences.



Our *Strategy*

Habs Girls and Habs Boys now have a shared vision, mission and strategy for the future.

Following an extensive and far-reaching review, the Governing body of our two schools have developed an exciting and ambitious strategy. The strategy is designed to ensure our students flourish in an increasingly global and technologically driven workplace. One of our key strategic imperatives is maximising the benefits of colocation of the Girls' and Boys' Schools.

We work together, offering the best of single-sex education in a co-educational environment, together with a rich co-curricular programme; with joint trips, concerts and clubs taking place across the age ranges.

Additionally, the Careers and Higher Education staff work closely to provide all students with unparalleled access to a range of alumni who provide guidance, expertise and practical opportunities as they approach the end of their time with us before heading off to university.

Since September 2022, all Sixth Form students have had joint lessons in at least one of their A level subjects. These lessons will be taught at either the Boys' or at the Girls' School. This is a unique and exciting opportunity, which has enabled us to maximise our resources and ensure all Habs students leave fully prepared for the modern world.

Read more about our strategy [here](#).

Watch our Meet The Heads video [here](#) and Profound Impact films [here](#).



The current strategic priorities for attainment between 2025 and 2030 are:



Aim 1: Learning

We will provide the most exciting, challenging and innovative experiences – bringing a sense of magic and wonder to learning. We will prepare students intellectually, emotionally, socially and technologically to carve out the futures they want. They will become lifelong learners, capable of endlessly adapting to an ever-changing world.



Aim 4: Partnerships

We will 'open our gates' and expand our horizons, engaging more deeply with a wider range of communities, institutions and individuals – locally, nationally and globally. This will deliver mutual opportunities for discovery, adventure and progress.



Aim 2: Caring

Every student will be valued for who they are as a unique individual. They will know that Habs always offers kindness and encouragement and that we will proactively nurture and support them. We will also ensure that they understand the importance of protecting and developing their own wellbeing, spirituality and independence.



Aim 5: Talent

Our reputation will draw the brightest students to us. We will also become an inspirational, diverse and inclusive 'destination employer', attracting world-class teaching and professional services staff. We will retain this talent through excellent personal and professional development opportunities, a strong sense of belonging, and mutual support and respect.



Aim 3: Exploring

The depth and breadth of our co-curricular programme will be unmatched, offering superb opportunities for each student to excel academically while also pursuing their personal interests and talents. Students will be capable of being both team players and leaders, developing their resilience, self-awareness and confidence they need to take risks and cope with the outcomes.



Aim 6: Campus

We will be a responsible 'custodian' of our historic campus to create an outstanding learning and working environment for students and staff. We will reimagine education by being a responsible custodian of our campus; supporting and developing existing buildings and facilities; investing in state-of-the-art, environmentally sustainable facilities which can flawlessly support the delivery of our other aims.

Find out more [here](#).

The *role*

As Caretaker you will play a critical role in our estates team within Habs Elstree schools, delivering a comprehensive, collaborative and high-quality service for the school.

Under the direction of the Site Manager respond to maintenance requests, resolving defects and enabling the events in the school calendars. Liaising with external contractors as required and conducting duties to maintain a safe and secure site.

Key Responsibilities

The role will include but not be limited to the following duties:

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Responding to maintenance requests, defect reports, and supporting the setting up of events and activities
- Marshalling of traffic at key times of the day, ensuring the safety of all pedestrians and road users
- Opening and locking up of the school site as required
- Liaising with the emergency services and responding to critical incidents as required
- Delivering mail and parcels around the school campus
- Ensuring the campus is kept tidy
- Driving of the school minibuses when required.

This is a full-time role, 40 hours per week, 5 days out of 7 at varying hours as per the shift pattern, where evening and weekend work may be required.



Experience, *Skills*, *Qualities*

Person Specification

- Experience and opportunities for progression
- Certification in Pool Plant Operations
- Practical experience of basic building maintenance or recognised trade
- Managerial responsibilities within buildings and facilities

Skills

- Interpersonal and communication skills, and the ability to interact with people at all levels
- Basic knowledge of IT systems
- A good level of literacy and numeracy
- Attention to detail, ability to organise and prioritise work
- Ability to meet deadlines and work under pressure
- Use of initiative

Attributes

- Ability to work as part of a team
- A good standard of physical fitness
- Friendly and highly professional approach to students, parents, staff and members of the public
- Use of initiative and a proactive attitude
- Tact and discretion
- Flexibility
- Loyalty and an appreciation of and sympathy for the objectives of an independent school

Training

- Preparedness to undertake training and development, as required, particularly in areas of safe working and the introduction of new technologies.



Remuneration

The Elstree Schools are one of the leading schools in the country and it recognises and rewards excellence. We offer attractive salaries and pay progression when compared with the wider education sector and specifically, with the independent sector.

- From £26,510 per year, dependant on the successful candidate's experience
- 40 days annual leave a year
- Additional life insurance cover, access to Employee Assistance
- Free access to state-of-the-art sports facilities including the gym, swimming pool, and fitness classes
- Free lunch and refreshments
- Access to the Employee Assistance Programme (EAP), providing confidential support and advice
- Extensive professional development and training opportunities to enhance career growth
- Free onsite parking and access to the School's extensive coach network
- Wellbeing initiatives and programmes, such as yoga, mindfulness sessions, and health checks
- Access to an online GP service, providing quick and convenient healthcare advice
- Access to Vivup, the staff benefits platform, featuring discounts, financial advice, and wellbeing resources
- Enhanced pension scheme, offering excellent employer contributions
- Cycle-to-Work Scheme and other green travel incentives including Octopus Electric Vehicles



Application *Process*

The Elstree Schools are committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be subject to an enhanced DBS record check.

Before you apply for this post please ensure that you have read our [Guidance](#), which can be found on the [Vacancies](#) section of our website.

If you would like to visit the School before submitting an application, please do contact the School.

We are reviewing applications as they arrive and we reserve the right to close the vacancy before the deadline, so please apply as soon as possible.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

The Haberdashers' Elstree Schools are an equal opportunities employer and welcome applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities

and experience).

All applicants should read the Schools' safeguarding policy (available here) and are required to declare any criminal convictions or cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

N.B. Safer recruitment checks will be made at all stages of the recruitment process.