

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 Monday, 1st June 2026 at 09:00am. Interviews are expected to take place on Friday, 5th June 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.

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,

Handwritten signature of Mr A Henry

Mr A Henry
Headteacher

General Information

The Redden Court School motto "**Committed to Success for All**" embodies what our school believes in and represents our common goal. We aim to incorporate this vision into everyday school life and ensure that all students have the best opportunities made available to them. Success can and will be found in different goals for a vibrant and varied student body and we value all of our students as individuals with unique talents and interests. We support our students to always be the best that they can be.

Notable Achievements

- In May 2026, Redden Court School had been shortlisted for the Teacher Development Initiative of the Year TES Award,
- In 2025, Redden Court School was the winner of the Safeguarding Initiative Award with SACPA
- In 2022, Redden Court School was recognised as being an Outstanding School with the additional accolade of being Outstanding in all areas
- In 2021, Ofsted recognised there was enough evidence of improved performance to suggest that the school could be judged outstanding if the inspectors were to carry out a section 5 inspection now. The school's next inspection will be a section 5 inspection
- In 2021 we were awarded the Wellbeing Award for Schools
- In 2020 we were awarded the SSAT award for exceptional outcomes for our SEND Students
- We have recently been re-accredited as a Thinking School by the CEDU at the University of Exeter
- In 2019 we were awarded the 'Quality in Careers' standard for our work in this area

Building and Resources

The school is situated in Greater London, Romford, close to the M25, A12 and A127 and just 10 minutes walk from Harold Wood Railway Station. The school has on site parking for staff and visitors.

The school was built in 1931. Over the years we have expanded the site to accommodate our growing number of students, including two brand new buildings. We have new state of the art facilities in Science, technology and PE. Furthermore, there has been lots of renovation to the existing buildings which makes the school a pleasant learning environment for students and those to come. Our students enjoy well presented classrooms, clean and well kept facilities as well as pleasant dining and social time areas.

SLT

- Mr A Henry, Headteacher
- Mr S Carrington, Deputy Head (Quality of Education)
- Mr K Ward, Deputy Head (Behaviour, Attitudes and Safeguarding)
- Miss T Greaves, Assistant Head (Curriculum, CPD and Teacher Training)
- Ms J Tyldesley, Assistant Head (Inclusion and SENCo)
- Mr T Hughes, Assistant Head (Student Achievement)

- Mr D Pendred, Assistant Head (Technology and Communication)
- Mr M Hoque, Assistant Head (Personal Development and Enrichment)
- Mrs C Jacques, Assistant Head (Teaching and Learning)
- Mr B Fox, Associate Assistant Head (Teaching and Learning)
- Miss C Morris, Director of Administration

Staff

We have 72 teachers, who are supported by 60 professional and competent Learning Support Assistant and support staff. We work as a unified team to support and enhance the learning experiences of our students.

Wellbeing

Redden Court values its staff's well being. We endeavour to offer a holistic approach to ensure all our stakeholders are supported in their emotional, physical and mental health.

We offer the following staff benefits:

- Child places at Redden Court School are available for staff who are employed at the school (subject to conditions).
- Career Development (apprenticeships, support towards achieving further qualifications, leadership programmes, progression opportunities, teacher training, shadow opportunities and a vast CPD programme of relevant courses)
- Pension
- Two week October half term
- Access to the Employee Assistance Programme (24/7 wellbeing and counselling service, legal, financial and medical information, virtual GP and Advanced Nurse Practitioner service, online physiotherapy service, cancer awareness and nurse support)
- All teaching staff are allocated a Chromebook
- Multi Gym available for staff use
- Staff supervision sessions with a trained professional
- Cycle-to-work scheme
- A regular staff survey consults staff and takes actions based on the results.

Edtech

Redden Court School has been recognised as a specialist of computing technology for over a decade, and has always invested in modern technology to enhance the curriculum.

The Department for Education selected Redden Court School in 2020 as one of its Edtech Demonstrator schools to support 100s of other schools in the country with their use of technology in education. This was initially to help schools to respond to the pandemic but the project has continued to expand. In 2017 Google selected us to become one of the only Google Reference Schools in the UK as a result of our success over the years, giving us early, exclusive access to upcoming tools and the opportunity to attend and showcase at events. We have also gained international recognition welcoming many visitors from abroad to support them with their own development.

Google Workspace for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device. In 2012, we adopted this free web-based communication and collaboration suite available to education establishments. With products including Gmail, Google Classroom, Calendar, Drive, Docs, Meet, Slides and Sites, we recognise the influence that these tools have on classroom and distance learning, our collaboration inside and outside of school, improvements in administrative efficiency and providing remote access for all. This enables all our students and staff to have access to the most up-to-date technology.

We have also rolled out a 1:1 Chromebook scheme with our students, with many of them buying the device through us, as an affordable browser-based device that provides quick, simple access to our online platforms. We also provide teaching staff with a Chromebook to support our edtech focus. Staff are offered a wide range of CPD to develop their skills in this area.

Recent Results

Results 2024	Redden Court School
Progress 8	+0.33
Attainment 8	51.1
9-5% English & Maths (strong)	53%
9-4% English & Maths (standard)	75%
Ebacc % entered	78%
Ebacc APS	4.83

Pastoral Care

We currently have 1066 students at Redden Court School. The pastoral team is particularly well staffed and this allows us to form a wide and comprehensive net of care around our student body.

The team is made of:

- Deputy Head - Pastoral Care
- Pastoral Director
- 5 non-teaching Heads of Year
- Home School Support Worker
- Education Welfare Officer
- 2 Learning Mentors
- 3 Student Service Officers
- Pastoral Support Officer
- Pastoral Administration

We also buy in counselling and mentoring services which, taken as a whole, provides a support base to our students which is second to none.

SEND

We are proud of our reputation for achieving exceptional outcomes for our children with special educational needs and disabilities. We support our students with SEND in mainstream with a combination of in-class support systems and withdrawn interventions. Children who need a higher level of support are educated in our Nurture Group and move on to study GCSEs on the Blue Pathway where they benefit from small classes and a high ratio of adults to children.

Redden Court also supports some children with EHCPs using our Additional Resourced Provision (ARP) funding. We are pleased to be able to offer bespoke packages of support for our children with the most complex needs.

Our dedicated SEND team consists of 6 SEND Teachers and 22 Learning Support Assistant (LSAs) managed by our deputy SENCO. Leaders on the SEND team are highly invested in developing staff. Many former LSAs have found their experience on the SEND team to be a vital step as they move towards new careers in teaching, mentoring, counselling or other pastoral work with children. At Redden Court, we have a strong tradition of encouraging our staff to develop their careers.

CPD and Training

We invest heavily in our own staff training and development at all levels, from Initial Teacher Training, Associate and support Staff, through to Senior Leadership level. We run an in-house comprehensive programme each year which includes whole school CPD, faculty training, ECT and RQT professional studies, ASPIRE Teaching and Learning workshops and additional voluntary training sessions. We also offer a wide range of opportunities for staff to gain leadership experience such as termly or yearly secondments onto the pastoral team or senior leadership team. In addition we subscribe to the National College and actively encourage staff to take responsibility for their own professional development by completing courses and certificates online.

Values and Ethos

At Redden Court School our staff values are closely aligned to our student values, ASPIRE. Every individual is valued for what they contribute to our community.

- ★ **Ambitious** - To be passionate in our desire and determination to achieve success and exceed our potential.
- ★ **Supportive** - To provide encouragement, physical and emotional support to others where it is needed.
- ★ **Professional** - To recognise ourselves as role models and demonstrate positive examples to students and each other at all times.
- ★ **Innovative** - To be creative and open to change and new ideas.
- ★ **Respectful** - To treat others with dignity and respect; to celebrate and welcome diversity.
- ★ **Equality** - To promote and ensure that every individual has an equal opportunity to make the most of their lives and talents.

Collectively these values help to raise standards, develop positive behaviours and develop individuals. We recognise that through these values our staff work towards a common goal that supports the vision for our school.

Advert

Site Keeper

Scale 3, points 5-6

Actual Salary - £29,436 - £29,856

36 hours per week, 52 weeks per year

26 days p/a annual leave entitlement, increasing to 29 days after 5 years of service

- Based at Redden Court School
- 36 hours per week, full time, 52 weeks per year.
- 8 hour shift per day (between the hours of 6am and 10pm), Monday to Friday

We are looking to appoint a flexible, enthusiastic and energetic Site Keeper. The successful candidate will be required to undertake a range of site keeper duties. These would include opening and closing of premises, site security, portering, minor repairs, general maintenance, cleaning and assisting staff with site related issues. The candidate may be asked to cover unplanned/sickness absences for our site teams and to also provide additional support during busy periods and occasional lettings cover.

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

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."

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

*Previous applicants need not apply.

References will be sought on shortlisted candidates before interview.

If you would like more information please contact Annie Fletcher at The Royal Liberty School on 01708 730141 or email afletcher@sfaet.co.uk. For more information please visit www.sfaet.co.uk.

**All applications MUST be made via the following link only, [apply here](#).
Any other method will not forward your application to the Trust.**

Closing date: Monday 1st June 2026 at 09:00 am

Interviews expected to be held: Friday 5th June 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.

Job Profile

Job title:	School Keeper
Salary:	Scale 3 (point 5-6) £29,436 - £29,856
Responsible to:	Site Manager
Hours:	36 hours per week, 52 weeks per year

Main purpose of the job

The School Keeper supports the site team by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including portering, cleaning and maintenance.

The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work, training, and appropriate equipment being available and the relevant competencies of the postholder. The post holder may be expected to work across all schools within the Trust.

Main duties and responsibilities

Security and Supervision:

- 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.
- Dealing with enquiries from visitors, workers and contractors and, where appropriate, advising the Head Teacher of their presence.

Caretaking and maintenance:

- Undertake cleaning of allocated area(s), and secondary cleaning.
- Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Window cleaning, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Wash and clean of diffusers and replacing bulbs/tubes.
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials etc.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Ensuring that all caretaking and cleaning equipment is in a safe and working

condition and arranging for repair as appropriate.

- Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries, automatic pumps and areas subject to flooding.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Other duties:

- Carry out tests, check, inspection and services to equipment, plant and buildings as needed and trained to do so and record on the relevant system.
- Assisting with the supervision and training of cleaning staff in the absence of/as requested by the Site Manager.
- Undertaking letting and related duties as appropriate in accordance with the provincial agreement. Including setting up of equipment and rooms.
- Preparing the school premises and site for out of school activities.

General:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- 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.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.

Notes:

1. The Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
3. This job profile will be subject to review with the postholder after one year and may then be reviewed from time to time.
4. The school has a strong commitment to achieving equality of opportunity to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training.
5. The postholder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role

6. take appropriate action to report, identify and minimise any risks to health, safety and security in the immediate working environment.

7. To work in accordance with the values of the school particularly with regard to promoting positive attitudes towards tolerance and respect for other people.

8. The school is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people.

Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
Experience of cleaning and first line maintenance	X		Interview
Ability to use cleaning products	X		Application & interview
Ability to operate security, heating plant and other routine building systems	X		Application & interview
Ability to undertake routine DIY tasks	X		Application & interview
Ability to communicate information clearly and effectively	X		Application & interview
Ability to negotiate effectively to achieve best outcomes	X		Application & interview
Ability to manage difficult or controversial exchanges		X	Application & interview
Ability to work as part of a team	X		Application & interview
Excellent organisational skills	X		Application & interview
Ability to manage own time effectively and demonstrate a flexible approach	X		Application & interview

Ability to work effectively with a range of adults	X		Application & interview
Ability to work independently whilst using own initiative	X		Application & interview
Ability to use basic computer applications		X	Application & interview
Able to be flexible with their working hours	X		Application & interview
Knowledge			
Understand the school's behaviour management policy	X		Application & interview
Understand and support the differences in children and adults and respond appropriately	X		Application & interview
Basic understanding of the learning experience provided by the school	X		Application & interview
Understand and implement child protection procedures	X		Application & interview
Awareness and commitment to equality	X		Application & interview
Understand the role of others working in and with the school	X		Application & interview
Qualifications and Experience			
Good understanding of Health and Safety	X		Application
Basic knowledge of First Aid		X	Application
Driving License		X	Application