



KINGSBURY HIGH SCHOOL

Spectemur Agendo



CARETAKER

Candidate Information Pack

MAY 2026

SPECTEMUR AGENDO



Introduction

KHS is a large and successful 11-18 split site school with a vibrant learning environment and a strong community ethos. Students and staff recently celebrated the release of a glowing inspection report (February 2024) which praises the school for its, “vibrant, inclusive culture”. The report reflects the school’s noticeable development over the last few years, with particular emphasis on high expectations, the strength of relationships between pupils and staff and the exceptional educational experience offered in Sixth Form.

Kingsbury High School has a long history of success. There is a keen understanding of the importance of values and a sense of tradition, encapsulated by our motto, *Spectemur Agendo*. It dates back to the founding of our predecessor school, the Kingsbury County, in the 1920s, and it is Latin for, “let us be judged by our actions”. As Headteacher I seek to lead the school with this at the heart and ask students to follow the Kingsbury Way: to respect themselves, others and the environment. In November 2022 the school achieved ‘Gold’ status on the UN Rights Respecting School Award reflecting our commitment to children and young people. Student leadership is an important feature



Alex Thomas, **Headteacher**

of our work and through the work of staff and young leaders the school has the Leadership Skills Foundation: Centre of Excellence.

A great school is a combination of different things. We are equally proud of the many opportunities we provide for our students beyond the curriculum and how we develop students as individuals ready for adult life. Students know our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society. Our key values are: Aspiration; Integrity; Respect; Responsibility and Resilience. Through these, we aim to combine both academic success and the development of the broader aspects of each student’s character.

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@officialkingsburyhighlondon



Kingsbury High School

About Kingsbury High School

Kingsbury High School is located in Brent, one of the most diverse boroughs in England and Wales. It is surrounded by parkland with large playing fields and great local amenities, excellent transport links to enable easy access from central London and fringe areas. There is an upper and lower school; staff and some classes commute between them throughout the day. We recognise our place in the community and are a key part of the partnership, Kingsbury Schools Together with our local primary schools and The Village (special) school.



Our school is truly diverse in its makeup, whilst united as one family working to achieve the best for all our students. At KHS there are higher proportions of students than nationally: with English as an additional language (over 70%); living in socially deprived households; and disadvantaged (Year 7-11: one third eligible for the pupil premium). The majority of the roll is minority ethnic although there are no groups significantly more represented than others. Boys are in the majority in all year groups. The proportion of families that identify as having a religious faith is significant with over 40% Muslim. Kingsbury has a stable roll of around 360 sixth formers and the majority of its intake is from minority ethnic groups and a significant proportion is LAC/FSM.

Student attainment on entry is below average for all year groups and the Sixth Form. The proportion on the SEN register is relatively low however there are a significant number of ECHPs. Over the last 18 months there has been a significant increase in numbers open to social care.

KHS has an Alternative Resourced Provision (ARP) for students with hearing impairment and an onsite alternative provision: Article 28. Part of the Lower School site is shared with a local special provision, The Village School.

Student Outcomes

Our students gain excellent examination results at 16 years and across the Sixth Form. The percentage of students achieving English and mathematics is above national (for grade 4+ and 5+) and Attainment 8 is above the national average. Progress 8 for is consistently 'above average' and disadvantaged students' P8 positive.

The A-level and vocational ALPs grades are positive. Progression to university (including to Oxbridge and medicine) is very strong.

Our Commitment to Staff (Benefits)

Commitment—The DfE Wellbeing Charter was adopted by Governors in 2022/23; a Wellbeing Forum meets monthly; and KHS is working towards the *Wellbeing Award*

Work-life balance—KHS discourages emails and working out of hours; provides wellbeing advice (via a Virtual Staff Room, VSR and HR); and appraisal is supported via bespoke time off timetable

Communication—Transparency and signposting is supported via the VSR and a weekly bulletin

Support— A coaching programme supports teacher development; Education Support (EAP) is available for all; and training for leaders on wellbeing and mental health (via MIND) is provided

Human Resources—Induction programme for all staff; a HR function with a supportive attitude towards personal issues - medical; child-related; personal

Feedback loop— at faculty, team and individual level via: TES Pulse; SLT on the sofa; a Joint Consultative Committee with Governors and Professional associations; and regular consultation.

Free On-site Parking	Staff Tea / Coffee	Monthly Staff Treats	New Starter Tea Party
Cycle-to-work Scheme	Electric Vehicle Salary Sacrifice Scheme	Local Government / Teachers Pension Scheme	Blue Light Card for Discounts/Cashback
Flu Jab Vouchers	Employee Assistance Program	Staff Social Events: Christmas Lunch; Summer BBQ; badminton; zumba	Commitment to Continued Professional Development
Gyms equipment on both sites'			

Our Ethos and Values: *The Kingsbury Way*



Our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society.

Aspiration	Integrity	Respect	Responsibility	Resilience
<p><i>Being optimistic about the future.</i></p> <p><i>Being ambitious in everything we do.</i></p> <p><i>Being unwavering in our expectation that all can succeed and meet their potential.</i></p>	<p><i>Being honest about our strengths and weaknesses.</i></p> <p><i>Being open about decisions and doing what we say we will do.</i></p> <p><i>Being prepared to apologise if we get things wrong.</i></p>	<p><i>Being considerate of the views of, and our impact on, different groups and the community.</i></p> <p><i>Being proud about what makes each one of us different.</i></p>	<p><i>Being accountable for our actions.</i></p> <p><i>Being clear about what we expect.</i></p> <p><i>Being aware of our impact on the environment.</i></p>	<p><i>Being explicit in developing physical and emotional wellbeing.</i></p> <p><i>Being prepared to go 'the extra mile'.</i></p>

Job Description: Caretaker

Reports to:	Site Manager & Team Leader
Salary Scale Range:	Support Staff Pay Scale 4 Point 7, plus London Weighting £26,403 + £2,301 = £28,704
Contract:	Permanent/Full Time
Hours of Work:	36 hours
Work Pattern:	14.00 – 22.00, Monday to Friday (with occasional optional weekend work)
Deadline for Applications:	Sunday 31 st May 2026
Proposed Start Date:	As soon as possible

JOB PURPOSE

The post-holder is responsible to the Site Manager and Site Supervisor for the provision of site operations, maintenance and security services on School premises and to ensure a safe working environment. He/she may be required to work on either site of the School and on a shift system operating between 06.00 and 22.00. The duties and responsibilities of this post will be carried out conscientiously, having regard for the efficiency of operation of the School and in accordance with Whole School policies and regulations (including Equal Opportunities, Health and Safety, Security and all Statutory regulations), and will include the following:-

KEY DUTIES AND RESPONSIBILITIES

1. School Security:
 - unlocking the buildings in the morning and lock up at the end of the day as required by the shift pattern in operation;
 - securing entrances/exits as appropriate and reporting potential security breaches;
 - operating alarm systems where appropriate;
 - monitoring fire safety equipment and assisting in carrying out fire drills;
 - liaising with police, security and surveillance contractors;
 - provision of emergency access to the School site;
 - carrying out systematic internal and external checks on doors and windows as part of the buildings evening closure process;
 - monitoring CCTV and other surveillance equipment to guard against vandalism and break-ins.

- Maintenance and decoration of areas around the school
2. Ensure the maintenance of a clean and orderly working environment, and assist in the maintenance and cleaning of the School and related premises and areas, including:
 - minor repairs e.g. minor plumbing, changing light tubes/lamps, unblocking drains, repairing door furniture;
 - reporting faulty equipment and other maintenance requirements to appropriate person;
 - operating heating plant, cooling and lighting systems;
 - collecting and assembling waste for collection;
 - undertaking cleaning duties including graffiti removal and litter-picking, and emergency cleaning duties;
 - undertaking routine “client” tasks in connection with premises-related contractors, for example, cleaning and grounds maintenance;
 - undertaking activities to maintain a safe and clean external environment, for example, winter gritting of playgrounds, paths, etc.;
 - ensuring lights and other equipment are switched off as appropriate;
 - routine maintenance of sports equipment;
 - maintaining the grounds and removing litter;
 3. Other Duties to ensure the smooth running of the School:
 - arranging chairs and tables for meetings and clearing away afterwards and participate in the organisation and movement of furniture within the building;
 - ensuring that teaching areas have sufficient numbers of chairs and desks and that each has a waste bin;
 - ensuring that clocks are showing the correct time, including the routine replacement of batteries;
 - ensuring that curtains/blinds are kept in good condition;
 - emergency cleaning of human deposits;
 4. Maintain and arrange orderly and secure storage of supplies, and assist with the receipt, distribution, collection and despatch of goods;

5. Understanding fire safety regulations, Health & Safety regulations, emergency procedures and the rules for evacuating the buildings;
6. Carrying out portage duties including the movement of furniture, parcels, packages and light office removals;
7. Where appropriate administer the maintenance of all School vehicles and to carry out driving duties when required by the Site Manager;
8. Ensuring the smooth and efficient operation of School lettings including:
 - meeting and greeting clients when they arrive on site and ensuring that hirers are made aware of Health and Safety matters as well as informing them how to contact the duty Site Officer should the need arise; a courtesy visit to regular hirers should be made within the first half hour to ensure that the hirer has all that is required;
 - making patrols every 30 minutes to ensure the security of the site and the safety of the hirers;
 - contacting the Site Manager or a member of the Lettings Department for guidance in the event that a hirer is in serious breach of the hiring agreement;
9. Dealing effectively and efficiently with enquiries from members of the public and staff with regard to the operation of the School;
10. Wearing at all times during the working period Personal Protection Equipment and uniform as issued by the School;
11. Liaising with outside contractors working on the School site in ensuring the efficient delivery of contracted services;
12. Undertake basic record keeping as directed
13. Attend relevant meetings and participate in training and development activities and programmes as required and adopting changes in practice as required including those necessitated by technological advance;
14. Working overtime according to the requirements of the School;
15. Other duties as may be required by the Site Services Manager or other designated Line Manager.

GENERAL RESPONSIBILITIES

- To undertake general duties, administration and any reasonable task as directed by the Line Manager or Headteacher and to carry out such other tasks as are essential to fulfil the job's core purpose.
- Participate in training and development activities and programmes, and attend and participate in meetings, as required.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of safeguarding and child protection; health, safety and security, confidentiality, and data protection.
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all students.
- Undertake these duties within agreed school objectives, policies and procedures and promote the School's Equal Opportunities Policy.
- To present a positive impression of the school in all encounters with visitors or on school visits.
- To respond calmly to the challenges of school life.

This Job Description is subject to amendment and will be reviewed from time to time and modified in the light of the post-holder's career development and changing needs of the school.

Person Specification: Caretaker

Knowledge and Experience

- Ability to work as part of a team
- Ability to gain knowledge of basic plumbing, electrical and decorating repair procedures
- Ability to gain knowledge of health and safety procedures and precautions and COSHH regulations.
- Knowledge of moving and handling procedures
- Awareness of health and hygiene procedures

Skills and Abilities

- Flexibility regarding shift rotations
- A range of “handyperson” skills which can be utilised in premises maintenance and security.
- Verbal and written communication skills appropriate to the need to communicate effectively with colleagues and school premises users
- Good standard of numeracy and literacy skills

Education and Professional Qualifications Essential to the Post

- Cleaning and support services N/SVQ Level 1 **OR** equivalent experience or equivalent qualification, or willingness to train to achieve these.

Equal Opportunities Relevant to the Post

- Understanding of, and commitment to, the Council’s Equal Opportunities policy

Safeguarding

A commitment to, and understanding of, safeguarding and promoting the welfare of our students

Safeguarding / Safer Recruitment

KHS is committed to the safeguarding of children/students. All employees are expected to comply with our School Child Protection and Safeguarding Policy and the Staff Code of Conduct.

Safer recruitment

Kingsbury High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Any roles which involve working with children, young people or vulnerable adults, or roles in which the duties will involve access to sensitive information relating to children, young people or vulnerable adults, the School will take up references prior to interview.

You should provide details of referees including your current and previous employers, covering the last 5 years.

Candidates can request for us not to send a reference request to their current employer prior to interview by emailing us at khsvacancies@kingsburyhigh.org.uk

As part of our Safer Recruitment Policy, a full employment history is also required for this role.

Please provide a full employment history, together with a satisfactory written explanation

together with a satisfactory written explanation of any gaps in employment. Unless otherwise stated, a Basic DBS check will be undertaken as part of the pre-employment checks for successful candidates.

Diversity Statement

Kingsbury High School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

High Volume Applications

Kingsbury High School reserves the right to close any vacancy earlier than the advertised closing date should there be a high volume of applications received.

DBS

This role requires an Enhanced DBS (This post is exempt from the Rehabilitation of Offenders Act,1974).



Nikhil, Head Boy and Emira, Head Girl

Induction

All new members of staff are expected to complete the induction programme, including required health and safety courses, and display their understanding of the Staff Code of Conduct and the most recent version of Keeping Children Safe in Education (KCSiE).

How To Apply

Kingsbury High School have partnered with My New Term to manage our staffing vacancies and onboarding.

To apply for this, or any other role directly, we ask that you apply via the My New Term <https://mynewterm.com/> platform, by clicking the relevant job title on the Staff Vacancies page which is found using the 'Search by Employer' under 'FIND A JOB'. If you are already registered, please ensure that all information on your profile is current and up to date, especially information regarding your right to work and qualifications.

If you are not registered to My New Term, and need any assistance with using the website, please do not hesitate to contact the My New Term team via the live chat bubble on their job search page or you can contact the KHS HR team.

Please note that the formal shortlisting stage will take place soon after the advert closing date, however the school reserves the right to interview candidates prior to this. You will receive your application outcome (shortlisted or unsuccessful) through the MNT platform.

If you would like to have a phone call or school visit prior to submitting your application you can make the request via email to us. Please note that we will aim to do our best to accommodate your availability, but this may not always be possible.

If you have any queries about this or any other KHS vacancy, please do not hesitate to contact us on:

Email: khsvacancies@kingsburyhigh.org.uk

Phone: 020 8206 3000

