



Chipping Sodbury School

Respect, integrity, aspiration and responsibility



Caretaker Recruitment Pack





Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

Matthew Evans

Chief Executive Officer

The Athelstan Trust





Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich, fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

Why work for us?

- Internal career opportunities
- Personalised professional development and training
- Employee Assistance Programme
- Flexible working opportunities and a genuine commitment to family and work/life balance
- Nationally negotiated cost of living pay
- Automatic enrolment to the teacher or local government pension schemes
- Generous holiday allowance for support staff
- Recognition of local government continuous service
- Cycle to Work Scheme
- Discounts at local leisure centres





Dear Applicant,

Thank you for your interest in this post. I am delighted to introduce you to Chipping Sodbury School and do hope that you will find this application pack along with our website helpful. I know that this information will convey to you the immense sense of pride that we hold for our school and our community.

Chipping Sodbury School is an institution built on strong core values. Developing Aspiration, Respect, Responsibility and Integrity are at the heart of all that we do both for our students and our colleagues. It is these values which have developed so many young people and staff over the years and provided them with the opportunities to grow into successful individuals within the local community and beyond. They are at the forefront of our mission to aim for brilliance in all we do.

The origin of the school dates back to the Middle Ages when it was set up as an Endowed School to provide free education for the townspeople. It has gone through many transformations since then which have involved it becoming a Grammar School, a Comprehensive School in 1970, a Cooperative School in 2013 and now a partner school within The Athelstan Trust. Whilst there have been changes over the years, the history remains central to the school's values and ethos. The Endowed Foundation still provides support for students and is an important part of the school.

We believe in providing students with the very best opportunities through achieving the strongest educational outcomes as well as ensuring we develop their character and sense of self. To do this we have the highest of expectations in all that we do for our young people. High expectations of their potential, high expectations of their engagement in lessons and the wider school, high expectations of behaviour and conduct and crucially high expectations of ourselves as educators- working together to ensure we provide the very best experiences for our young people. We are committed to challenging and engaging lessons, ensuring that our staff body is provided with high quality CPD that is evidence informed and that we celebrate staff for their hard work. Our approach to behaviour prioritises relationships, supporting our students in making the right choices through having clear, consistent expectations and an emphasis placed on kindness and respect in all our interactions.

We are passionate about collaboration both across the Trust and beyond. The school has strong links with the local primary schools and we have long standing partnerships with local secondary schools, often working with one another to ensure the needs of our local communities are met. As part of the Trust, our staff are afforded opportunities to work with and even deliver sessions to colleagues across the Trust which is hugely beneficial to their own development.



RSP

Rob Skipp
Headteacher
Chipping Sodbury School





JOB DESCRIPTION

POST:	CARETAKER
REPORT TO:	SITE MANAGER
SALARY:	NJC SCP 5 - SCP 6 (£25,583 - £25,989 PER ANNUM)
HOURS:	37 HOURS PER WEEK, ALL YEAR ROUND

GENERAL DESCRIPTION OF THE POST:

Under the general supervision of the Site Manager to carry out a full range of duties to provide for the security, safety and day-to-day maintenance of the school premises, to include handyperson duties.

MAIN DUTIES:

1. To act as a key holder and to be responsible for the security of the school premises during periods determined by the Site Manager, Headteacher or Trust Chief Operating Officer.
2. To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems, as required. Responding to security alarm or other call-outs in accordance with agreed procedures. To share responsibility as agreed for supervision of letting, to include locking and unlocking of school premises as necessary.
3. To carry out regular checks on alarm systems and fire extinguishers and report on any problems arising.
4. To identify and report building, furnishing or fittings deficiencies to the Site Manager and to undertake any remedial action that may be authorised and appropriate, where an external contractor is not engaged. This may involve obtaining quotes or arranging emergency repairs from external contractors.
5. To undertake a reasonable range of handyperson duties as required by the Site Manager to contribute to the day-to-day maintenance of the school premises, and its furnishings, eg remedial painting and decorating (within the height of 3.35 metres); repairs to fittings and small scale improvements, eg fitting shelves or notice boards.
6. To escort contractors and other relevant persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work having regard to the school environment.





7. To take delivery of stores, goods and equipment and arrange storage or distribution as required, including the maintenance and completion of relevant documentation with appropriate authorising signatures.
8. To assist with the operation of the school heating systems; ensuring that all plant and equipment operates at maximum efficiency and economy with special regard to energy conservation and regularly inspect equipment to ensure it is clean and in safe working order, reporting any deficiencies accordingly.
9. To ensure, as far as is practical, that adequate supplies of fuel and water are available at all times in conjunction with any energy conservation scheme; to maintain the supply of supplementary mobile heating as may be necessary.
10. To monitor usage of electricity, water and any other fuel taking such meter readings as may be required.
11. To clean defined areas of the school premises, together with any emergency cleaning needs (including graffiti) arising during the working day.
12. To make arrangements as authorised for the purchase of any cleaning equipment and materials which may be required.
13. To be responsible for the general tidiness and safety of the outside areas, e.g. the removal of litter and graffiti from paths and hard surfaces; to keep surface drains free of obstruction; to ensure safe pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
14. To ensure that staff and student cloakroom and toilet facilities are in working order and that appropriate supplies of consumables are maintained.
15. To set out/put away furniture for school events and undertake general portering as required.
16. To make appropriate arrangements for the collection of school waste.

DIMENSIONS

To include all the school buildings and all external areas within the boundaries of the school site.

JOB CONTEXT

The Caretaker plays an important part in the smooth and efficient running of the school. The post holder will be expected to work in a flexible way to meet the needs of the school, combining planned and regular tasks with day-to-day needs and emergency responses.





SUPERVISION

General supervision will be provided by the Site Manager. However, the post holder will often be required to work without direct supervision due to the times of work and/or nature of the duties.

PROBLEMS AND DECISIONS

Determining any action to be taken arising from breakdowns, vandalism or other incidents occurring out of school hours or during school holidays, consulting as appropriate with the Site Manager, Headteacher or Trust Chief Operating Officer. Ordering of cleaning equipment and appropriate materials. Obtaining quotes for repair jobs and arranging emergency repairs, as necessary.

CONTACTS

Daily contact with the Site Manager. General contact with other school staff and contractors/suppliers.

KNOWLEDGE, EXPERIENCE AND TRAINING

No formal qualification requirements, but some previous knowledge and experience of relevant health and safety procedures, operation of cleaning equipment and cleansing agents and DIY skills is desirable. Application of common sense and initiative and the ability to establish good working relationships with the Site Manager and other school staff is essential. Basic IT literacy in use of email and internet is also an essential requirement for communication and information gathering.

PHYSICAL EFFORT

The post will involve frequent lifting and moving of furniture and equipment in and around the school premises; also physical effort involved in various repair and maintenance activities.

WORKING ENVIRONMENT

Cleaning and maintenance duties may involve dealing with blocked drains and toilets, including clearance of vomit or excrement; also use of toxic chemicals.

Site maintenance activities will require some outdoor work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.



Use of domestic power tools for appropriate repair and maintenance tasks. Cleaning materials will be used on a regular basis. Basic understanding of the operation of school alarm and heating systems will be required. Training will be arranged, as necessary.

The job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

Protective clothing will be provided and must be worn while undertaking relevant duties.

The post holder will be subject to an enhanced Disclosure & Barring Service check to satisfy child protection requirements.

There is an expectation of collaboration and resource sharing with other colleagues across the Trust.