



King's College

TAUNTON

Caretaker

Closing Date: Friday 22 November 2024





Welcome

Thank you for your interest in the role of Caretaker at King's College.

King's College is a thriving, co-educational, independent boarding and day school for pupils from 13 to 18 years. The school provides inspired teaching and superb facilities which combined creates an environment in which young people achieve great things.

We are seeking a Caretaker to join our team on a 6-9 month fixed-term contract working full time, five days out of seven on a rota basis, to include some weekends and evenings. Reporting to the Head Caretaker, the Caretaker will have a variety of duties including being responsible for security on site, portering/cleaning, mail delivery and occasionally driving the school minibuses.

We look forward to hearing from you and considering your application.

MICHAEL SLOAN
Headmaster



About the Schools

King's provides continuous day and boarding education for girls and boys aged two to 18 years. It comprises King's College Prep which has approximately 300 children from two to 13 and a senior school with approximately 400 pupils from 13 to 18.

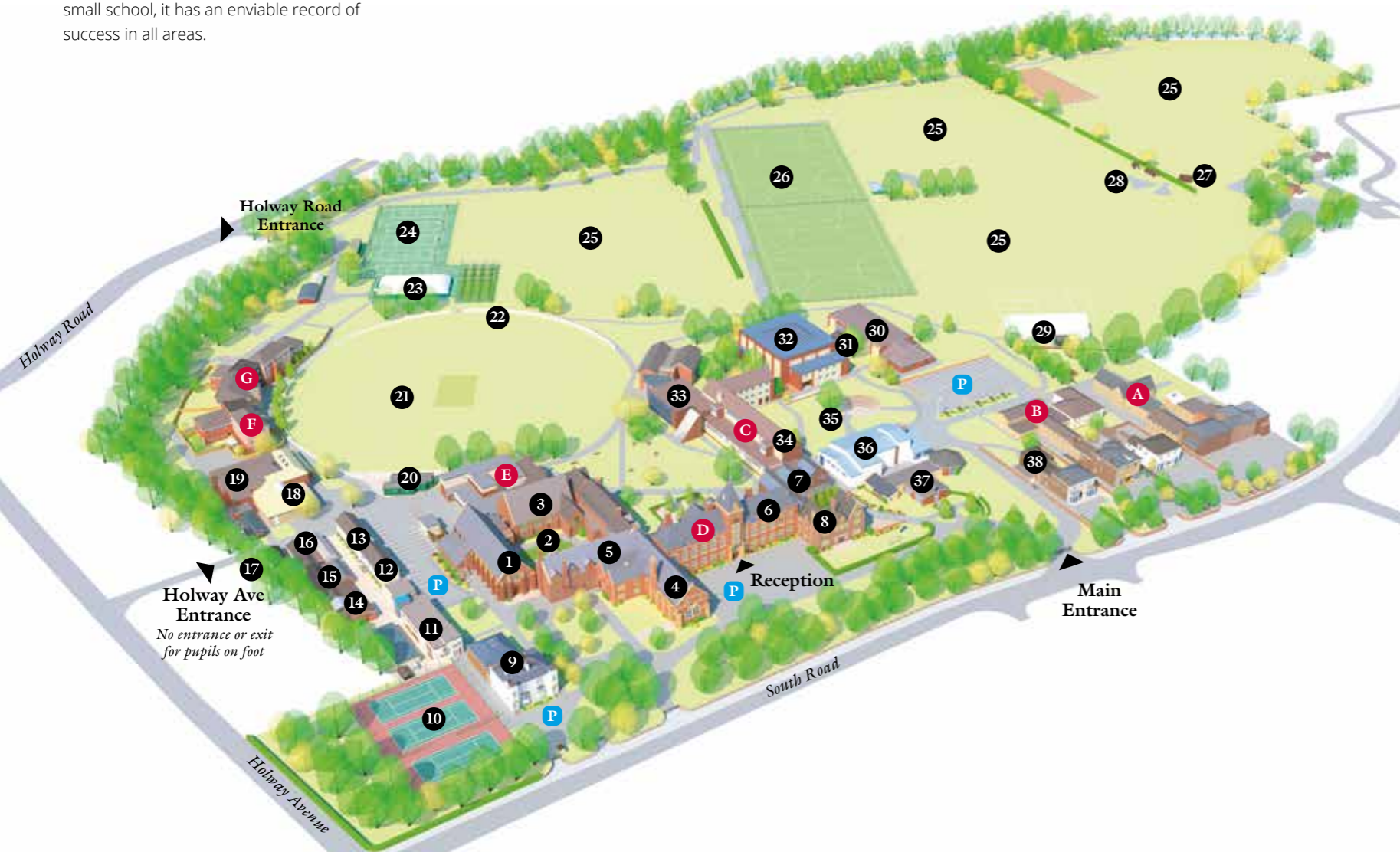
The schools are situated on separate sites in the south west of England and combine traditional values with state-of-the-art facilities. Both schools are run by one governing body, with many functions (marketing, strategy and finance for example) undertaken jointly.

King's College has a rich and welcoming family and community ethos. About half of the pupils are full time boarders. For a relatively small school, it has an enviable record of success in all areas.

The school has regularly topped GCSE and A-level league tables for Somerset. A broad range of co-curricular activities is offered, and the school is renowned for its success in sport, music, performing arts, fine art, design technology and outdoor pursuits. In many of these activities our pupils have achieved success at national and even international levels.

Good discipline is encouraged in a firm and positive way within a supportive pastoral framework. King's College is strong on manners and social skills. Pupils go on to thrive at good universities and in their professional careers.

In short, King's is a purposeful, outward-looking, down-to-earth, highly successful school.



King's College

South Road, Taunton TA1 3LA

Main School Building	14 Laundry	33 Science Centre
1 The Chapel	15 Shooting Range	Biology
2 The Quad	16 CCF and Outdoor Pursuits	Chemistry
3 Dining Hall	Stores	Physics
4 Woodard Room	Chindits	History
5 Latin	Army/Navy/Marines	34 Geography Centre
English	17 Finance Office	35 The Amphitheatre
Philosophy of Religious & Ethics	18 Design Technology Centre	36 The Theatre
Modern Foreign Languages - <i>upstairs</i>	19 Squash Courts	Black Box
6 Main School Corridor	20 First Team Cricket Pavillion	Auditorium
Headmaster's Office	21 First Team Cricket Pitch	37 Music School
PA to the Headmaster's Office	22 Buttler's Ramp	The Octagon
Examination Office	23 Tennis and Netball Dome	Music Technology
Admissions Office	24 Tennis and Netball Courts	Practice Rooms
Careers Office	25 Sports pitches	38 Medical Centre
Maths	(rugby/cricket/athletics/football)	
7 Philip Richards Building	26 All-weather Hockey Pitch	A Bishop Fox House
Library - <i>upstairs</i>	27 Cricket Pavillion	<i>Boys</i>
IT Helpdesk	28 Athletics Cabin	B Carpenter House
Visitor toilets	29 Sports Performance & Cricket Centre	<i>Girls</i>
8 Headmaster's House	30 Swimming Pool	C Meynell House
9 Silvermead Studio and Arts House	31 Changing Cabins	<i>Girls</i>
10 Briar Lee Tennis Courts	32 Sports Hall	D King Alfred House
11 Sixth Form Centre	Climbing Wall	<i>Boys</i>
Head of Sixth Form Office	Gym	E Taylor House
Development Office	PE Classrooms	<i>Girls</i>
12 School Uniform Shop		F Woodard House
13 Cookery School		<i>Boys</i>
		G Tuckwell House
		<i>Boys</i>

A Rural County of Rolling Hills

Taunton is surrounded by natural beauty, with the Blackdown, Mendip and Quantock Hills on the doorstep, plus Exmoor National Park, the Somerset Levels and Dartmoor a short drive away.

Somerset is renowned for its cheddar cheese and cider. A wealth of apple orchards once made Somerset the cider capital of the UK, whilst the Cheddar Gorge caves are still used to mature cheese today.

Taunton is the county town of Somerset, in the South West of England. It is a busy market town located off junction 25 on the M5.

A growing commercial and residential centre, Taunton has a splendid small theatre, the County Cricket Ground, a successful rugby

club, a delightful museum, the usual shopping outlets and restaurants, and a regular farmers' market.

If you love the great outdoors, you can be on the beach in 40 minutes and the Quantocks are just 15 minutes away. For those who prefer city lights, the fast West Country train service reaches Paddington in under two hours. By car, Exeter is 25 minutes south, Bristol 35 minutes north and you can reach Bath in about an hour.



The Role

Post	Caretaker
Responsible to	Domestic Services Manager
Salary	£25,584 per annum
Hours of work	Full time - five days out of seven on a rota basis, to include some weekends and evenings.

Purpose of post

- To provide security and safety at King's College eg. locking and unlocking in line with the school calendar and external hirers requirements, and, patrolling the schools' grounds.
- Be on call for any security/caretaking duties as required.
- To carry out porter duties as required.
- To carry out cleaning duties as required including operating floor and window cleaning equipment - buffers and carpet cleaners.
- To carry out waste removal and disposal, and recycling collection and delivery as required.
- To carry out mail and parcel deliveries.
- To carry out banking duties as required.

Duties and responsibilities

Pupils, Staff and Department mail duties

- Delivering school mail and parcels to designated addresses ensuring that items are delivered accurately to our boarding houses, staff common room, and departments.
- Ensuring that postal and delivery records are completed and signed for.
- Ensuring that both internal and outgoing mail is collected and delivered as appropriate.

Porter duties

- Moving and delivering furniture, and equipment as required - carrying out classroom and event room set-ups as required.
- Providing and removing after the event external information signs, and parking cones.
- Collecting general waste and recycling from boarding houses, staff accommodation and emptying all bins around the site for deposit at the waste collection area.
- Delivery of boarding house supplies as required.

Security

- Being the first point of contact for any security/caretaking emergencies during duty hours.
- Ensuring the security of buildings - including early and late locking up as detailed.
- Patrol the schools and be vigilant for pupils out of bounds, trespassers, and any sign of damage to school property.

Cleaning/Litter collection

- Carry out regular cleaning duties and be on call for emergency cleaning.
- Be vigilant for and pick up and clear litter as necessary.

Driving

- Drive the School's minibuses to carry out school runs i.e. printing and uniform collection, and regular pupil trips.
- Cleaning of the School minibuses as required.
- Any other appropriate duties that may be required from time to time by a senior member of school staff.
- Carry out regular Banking Deposits and Collections as requested from the Finance Office.

Health & Safety and legislative responsibilities

- You at all must times operate safe plant.
- You at all times must operate safe systems.
- You must maintain a high standard of personal hygiene and appearance; uniform and footwear where provided is to be worn in full.
- You must carry out all cleaning duties to the Schools recognised standard of hygiene and cleanliness, and ensure COSHH standards are maintained.
- You must actively check equipment and report all hazards and faults or that which has the potential to cause hazard or become faulty.
- Follow all the school policies and procedures as determined by the board of Governors and Senior Management Team and current Staff Handbook.
- Take reasonable care for the Health and safety of yourself and colleagues and co-operate with the school ensuring that Health and Safety responsibilities are met.
- Comply with the requirements of the Health and Safety at Work Act Regulations 1974.

Training responsibilities

- Attend training courses and coaching in or out of house as appropriate for your position and your personal development.
- Contribute and be active in the King's staff appraisal system.
- Attend staff meetings as is required to facilitate effective communication.

Occasional duties

- Provide cover for any other area within King's as instructed by your Manager.

Person Specification

	Essential Criteria	Desirable Criteria
Experience & qualifications	<p>Minimum GCSE or equivalent standard with a good level of English</p> <p>Willingness to participate in training and development opportunities</p> <p>Clean and valid driving licence with Categories D1/D1E, or a willingness to undertake training</p> <p>Basic cleaning skills</p>	<p>COSHH training</p> <p>Health and Safety training</p> <p>NVQ Level 1 Cleaning</p> <p>Manual Handling training</p> <p>Fire safety training</p>
Knowledge & skills	<p>Ability to work as part of a team</p> <p>Ability to work solo</p> <p>Ability to work to deadlines</p> <p>Ability to use heavy cleaning equipment</p>	<p>Security experience</p> <p>Experience of working in a similar environment</p> <p>Minibus driving experience with passengers</p>
Personal attributes	<p>Polite, punctual, helpful and reliable</p> <p>Responsible, problem solver and able to act on own initiative</p> <p>Commitment to achieving high standards of cleanliness and hygiene</p> <p>A commitment to work as part of a whole team and supporting the vision and aims of the school</p>	

The qualities and experience outlined in the person specification will be assessed by the following methods:

- Sight of original qualifications
- King's College application form
- Interview
- References from current employer and other, chosen, professionals

King's College is committed to safeguarding and promoting the safe welfare of children and young people, and expect all staff to share this commitment. This post is subject to an enhanced DBS check.

Appointment Process



Candidates are expected to have read the enclosed appointment policy and agreed to the terms within.

There are discounts at both King's College Prep and King's College for staff children.

Please apply by completing the appropriate King's College application form (we are unable to accept CVs without our application form).

Please write a brief letter of application, addressed to the HR Manager and send by email or post to;

Mr Craig Sweet
c/o HR Department
King's College, Taunton, Somerset TA1 3LA

CSweet@kings-taunton.co.uk
01823 328105

The closing date for applications is Friday 22 November 2024.





King's College

TAUNTON

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01823 328200 | reception@kings-taunton.co.uk

www.kings-taunton.co.uk