

Cottenham Village College



Astrea Academy Trust
INSPIRING BEYOND MEASURE

CARETAKER

CANDIDATE PACK



Open Letter from our Principal

Dear Candidate

I am delighted that you are interested in applying for the post at Cottenham Village College, a highly-successful 11-16 mixed academy situated close to the beautiful city of Cambridge; here you will find hard-working, well-behaved pupils and friendly, dedicated staff who are committed to a fully inclusive, comprehensive education. Our school, which has close to 900 pupils on roll, is part of the Astrea Academy Trust, a thriving family of 27 academies across South Yorkshire and Cambridgeshire.

The college was established in 1963, one of several village colleges in the region that were the inspiration of educational pioneer Henry Morris, who believed that the school should be at the heart of its community and that education should be a lifelong process. This vision of a school that serves and involves its whole community, that fosters high aspirations and inspires a love of learning is as central to our ethos today as it was when it opened.

Through a highly-ambitious curriculum at CVC, we aim to foster pupils' curiosity, unlock their potential and raise their aspirations, as well as ensure that pupils achieve high levels of attainment that will open doors for their future. A stimulating and broad curriculum also places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is liberating and empowering.

We are equally proud of the wider curricular provision at CVC, both in formal lessons and outside the classroom. Our extensive range of extra-curricular activities, including sports, music, the Duke of Edinburgh's Award programme and residential trips, help to give all pupils a fully-rounded education and creates opportunity for their personal, as well as their academic, growth.

Cottenham Village College is a friendly, positive and exciting place to work and to learn and we take great pride in the high standards our pupils consistently achieve. Pupils leave as happy, well-qualified and well-motivated individuals who go on to excel in local sixth forms, colleges, universities and the wider world. Pupils' performance in their GCSEs is consistently strong, placing the school in the top 20% of schools nationally for pupil progress.

As a truly comprehensive school, we are also proud of our close association with The Centre School, a SEMH special school that shares our site and caters for over 100 pupils with EHCPs from across Cambridgeshire. At Cottenham Village College, we also have an excellent provision for pupils with special educational needs, including specialist teaching assistants who support pupils with hearing impairment.

The school is well-known for its excellent professional development and learning programmes for staff. We ensure that all our colleagues access high-quality CPD, and we take our responsibility to teacher development seriously so they can be highly-effective practitioners. We place great value in, and commitment towards, subject-specific CPD and as a member of staff you will have the support you need to make progress in your career, both from the school and from Astrea Academy Trust.

To find out more about our academy and our highly ambitious curriculum please visit our [website](#)

Prospective candidates are warmly encouraged to visit prior to application. Please contact Sharon O'Mullane - headspa@astreacottenham.org - to arrange a suitable time.

Very best wishes,

Zoe Andrews

Principal at Cottenham Village College



Job Description

JOB TITLE:
Caretaker

REPORTING TO:
Site Manager

SALARY RANGE:
£24,404-£25,992 per annum (FTE)

CONTRACT TYPE:
Permanent, 52 weeks per annum

WORKING PATTERN:
37 hours per week, working on a shift pattern with half an hour unpaid lunch break each day



Role Description

Purpose

The Caretaker is required to liaise closely and support the Principal and Senior Leadership Team in ensuring the efficient and effective day to day running, presentation and management of the school, ensuring a warm, clean, safe and secure environment for all authorised users of the site.

Key Responsibilities

- Responsible for the unlocking and locking of all buildings as required, checking for signs of damage and security breaches
- Hold and be accountable for keys
- Liaise with Site Manager and emergency services where necessary in the case of a break in, emergency or fire
- Make rooms / premises temporarily secure in the event of any damage or break ins with direction from the Site Manager
- Check operation of fire alarms, extinguisher (visual check), emergency lights and fire hoses on a regular basis
- Accompany contractors and maintenance companies to ensure work is carried out to an acceptable standard
- Liaise with service companies as necessary
- Carry out minor repairs in and around the school buildings, with reference to the maintenance log and work schedules
- Escalate matters regarding non-minor repairs, maintenance and purchasing of new or replacement equipment to the Site Manager
- Undertake emergency cleaning and other occasional cleaning as requested by the Site Manager
- Support the school's Cleaning, Sports Centre and Adult Learning teams as required
- Report Health & Safety concerns appropriately and proactively seek to resolve issues

- Transport refuse to bin/skip areas from agreed collection points
- Ensure caretaking equipment is clean, safe to use and correctly stored
- Basic maintenance of caretaking equipment in accordance with manufacturers instruction. Faults should be reported to the Site Manager
- Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litterbins, including a daily check for litter and graffiti.
- Clear snow off main paths steps and ramps to facilitate safe access to premise gritting as necessary
- Remove graffiti from internal and/or external areas using appropriate cleaning equipment
- Setting up and taking down furniture and equipment to prepare rooms for various school activities and events
- Liaise with school staff regarding the use of premises and provide assistance with the facilitation of events
- Provide assistance and support to any outside agencies using the school facilities or equipment, such as evening and weekend lettings
- All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values
- Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment
- All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary
- All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role

This list of key responsibilities is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

Person Specification

Skills and Capabilities

Essential

- General knowledge of Health & Safety Regulations
- Good communication and interpersonal skills
- Experience of managing buildings, grounds and related facilities
- Experience of working alongside contractors
- Evidence of effective prioritisation of workload
- Ability to evaluate jobs and collate quotes
- Able to plan, monitor, evaluate and review proactively
- High level of motivation and “can do” attitude
- Ability to work under pressure, remaining calm in an emergency
- Problem solving and decision-making skills
- Clean driving licence

Qualifications

Desirable

- Willing to work towards Level 4 Facilities Manager Apprenticeship
- Health and safety qualification or equivalent
- Professional qualification in building, estates, facilities or related area
- Grade C/4 or above in English and Mathematics GCSE or equivalent

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to this vacancy.



About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer, we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



Here at Astrea Academy Trust we know that diversity fosters creativity and innovation. We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We are committed to equality of opportunity, to being fair and inclusive and building our culture of belonging. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Astrea's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+ people, and men.

Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

