



John Mason School

Abingdon Learning Trust

Caretaker/Site Team Member
RECRUITMENT PACK

November 2024



John Mason School
Excellence Through Creativity

About

ABINGDON LEARNING TRUST

From the outset, the creation of Abingdon Learning Trust remains about maximising opportunities for children and young people in our schools so that each individual can thrive, grow and succeed.

Adding value more widely to the communities in which our schools sit is important to us too, and our Trust-wide commitment to achieving a Net Zero position in two generations of students, by 2035, demonstrates one facet of this.

We believe strongly that local school governors and school leaders know their schools best and are therefore in the position to make decisions for their school most effectively, with much responsibility delegated locally by the Trust Board.

We aim to celebrate diversity and promote equality of opportunity for all who learn and work in our schools and Trust; to create a culture and ethos where inclusion, equality and diversity are embraced; where employment and educational opportunities are open to all; and where everyone in the Trust is treated with fairness, dignity and respect.

We are committed to being the employer of choice in the area, and understand that great staff directly help our pupils and students reach their full potential for a happy and successful life.

Our commitment to staff includes our Wellbeing and Workload Charter and investment in CPD at all ages and stages; an additional structure of teacher Professional Pathways, which include strong support for ECTs, NPQs and preparation for the next professional challenge; and a culture that places carbon reduction towards a net zero position by 2035 at its heart.

We believe in investing for all of our futures.

OUR VALUES

QUALITY to create an outstanding learning community, including strong leadership and governance

OPPORTUNITY to provide the best opportunities for all children to reach their full potential

COLLABORATION to support a shared commitment and dedication to learning

AMBITION for continual improvement and to strive for excellence in all we do

COMMUNITY To be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.



JOB DETAILS

POST OF:

AT:

SUMMARY OF ROLE:

COMMENCEMENT:

CONTRACT TYPE:

SALARY:

Caretaker / Site Team Member

John Mason School

Support the school in all areas of maintenance, cleanliness, letters, health and safety, compliance and security

As soon as possible

Permanent, full-time. 37 hours per week, 52 weeks per year

Grade 6 point 8 - 13

£25,992 - £28,163 depending on experience

Letter from the CHAIR OF LOCAL GOVERNORS

On behalf of the Local Academy Board, I would like to thank you for applying to work at John Mason School.

If you join the school, you will find a strong sense of common purpose among your colleagues; a commitment to widening the opportunities available to our young people; and, of course, a group of youngsters who embody the school's key values of:

- Proud of our creativity
- Passionate about learning
- Keen to inspire
- Valuing ourselves and each other
- Determine to be the best we can be

As governors we are mixed group, comprising parents, members of the local community, employers and staff: mixed in background, but all united in our support of the school's professional staff and all ambitious to make the school an excellent place to work and an excellent place to be a student. We believe that our support, and the challenge we provide, are part of what makes John Mason School a good school.

We hope that you will be inspired to work here, and will want to be part of John Mason School's journey to becoming an outstanding school. You will receive good support, and opportunities for professional development outside the school, without the anonymity that you might experience in a larger trust.

We look forward to receiving your application.

Sam Gosling



Introduction to JOHN MASON SCHOOL

John Mason School is an oversubscribed 11-18 comprehensive school in the riverside town of Abingdon. John Mason has a long history of opportunity-driven learning – at our Welsh Farm, on Duke of Edinburgh expeditions, on the sports field, or in the creative and performing arts. We know that our pupils learn more about themselves and each other when interacting in this way, growing resilience and confidence to take into the classroom.

The school is one of three comprehensives in the town and we work together, as part of the OX14 Partnership, and obviously within our Trust family of schools. This gives us a local network of support in all that we do. We have a joint sixth form (JMF6) with Fitzharrys School, which is half a mile away, and this means we can offer further breadth to our post-16 curriculum as well as opportunities for collaboration of teachers.

We offer a broad and balanced curriculum, which reflects our commitment to a well-rounded education that ensures visible success for all learners. We are committed to high quality teaching and learning which is supported by our developmental lesson observations, learning groups which are dedicated to persistent classroom problems and subject specific professional development. In addition to this, we offer a wide range of career pathways and welcome our staff to request external training.

We are committed to the well-being of our community, both staff and students. Our well-being team support a range of activities throughout the year including active challenges, free flu-jabs and the occasional bake off. We also have our very own well-being manager to support colleagues when needed. However, we know well-being is not just about cake, which is why we foster a supportive environment where professional development and collaborative working is key to success.

We believe that high standards of academic achievement and consistently high expectations of behaviour provide children with the stable and calm environment in which to learn effectively. We expect the best of our teachers; they must be passionate about their subjects and committed to continuing to learn themselves. This is at the heart of our community.



Job

DESCRIPTION

Context:

Under direction of the Site Manager be responsible for conducting legislative checks, managing and liaising with contractors, coordinating and supporting lettings, site security and undertaking and arranging repairs and maintenance.

Key duties and responsibilities:

- To keep the Site Manager informed about any areas of concern and manage issues that may arise.
- To be aware of security and safety of all persons and the premises.
- To be able to identify hazards/ defects/ repairs around the site and facilities, report and make safe as required.
- To be aware of security to prevent activities deemed to pose a risk of damage, vandalism etc. to the premises and property.
- To be able to liaise and communicate with contractors and emergency services and ensure, where applicable, they comply with school procedures and policies.
- To be willing to support the site team where necessary through flexibility of working patterns and changes to routine.
- To be aware of the school's security/ lockdown and fire systems and be able to respond accordingly.
- To be prepared to undertake any training applicable.

Compliance

- Vehicle checks/ maintenance and refuelling which includes use of vehicles for security/ lockup duties and optional driving of school minibuses for events.
- To be able to make changes/corrections to the security access systems as required.
- To assist in completing statutory compliance checks through testing, recording and monitoring (e.g. legionella/ fire).
- To be aware of your responsibilities for this role regarding Health & Safety procedures, protocols and policies, including knowledge of CoSHH and risk assessments.
- Be a registered key holder and, as part of the site team, assist in providing essential key-holder services, through unlocking and locking the premises and out of hours call-outs.

Heating, Lighting and Water

- Be able to operate heating equipment and have an understanding of its operation.
- Be able to identify and report problems with lighting.
- Be aware of the location of all gas, water and electrical meters and their associated isolation points.
- To read meters as necessary and maintain approved records including any concerned with energy conservation matters.



Grounds Maintenance

- Ensure litter and litter bins are controlled and emptied as required.
- Ensure paths and entrances are clear for safe access and exit. This includes ensuring pathways are made safe during winter weather.

Proactive and Reactive Maintenance Duties

- Undertake repairs and maintenance as requested including, but not limited to, changing light bulbs, working at height, unblocking drains, fixing door furniture, basic carpentry, use of common power tools, first fix plumbing and heating issues.
- Undertake routine decoration programmes.
- Undertake routine improvement works e.g. erecting shelves, notice boards, bookshelves, assembling furniture, etc.

General Duties

- Provide site access/ support / setting up for on-site lettings, where required and with prior agreement. With regard to lettings, maintain security of premises and ensure all site users exercise safe access/ egress with consideration to other pedestrians and vehicles.
- Assist lettings & bookings management of the school's facilities.
- Manage and sort refuse into relevant collection units.
- Occasional cleaning may be required-including ensuring lettings have sufficient disposables available e.g. Sanitiser, toilet rolls.
- Porterage: of furniture and setting up for events (e.g. exams, assemblies) parcels, deliveries etc. using a number of aids e.g. sack barrows & trollies.

IT

- Use the 'Smartlog' system to update, monitor and ensure all assigned compliance checks and maintenance issues are completed within the necessary timescale.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.



Person

SPECIFICATION

Essential/
Desirable

Qualifications

- IT literate, basic numeracy skills and an aptitude to learn how to use school information management systems. E
- English GCSE pass or equivalent D

Knowledge and Experience

- Previous experience in a similar post D
- Highly organised with ability to prioritise a busy workload, problem solve, manage tasks simultaneously and perform effectively under pressure. E
- Experience of compliance and adherence to policies and procedures. D
- Working knowledge of maintenance and security systems and procedures. D
- Awareness of Health and Safety regulations and safe practice procedures in an education environment, including child protection. D
- Experience of developing good working relationships with staff and clients. E
- Handyman experience or caretaking /maintenance work. D
- Experience of working in a school or similar environment. D

Skills and Ability

- Hold a full driving license. D
- Willingness to work additional hours when needed and be flexible. E
- Able and willing to work unsupervised. E
- Willingness to undertake training if required. E
- Ability to communicate effectively with people of all ages and abilities (verbally, in writing and on the phone). E
- Provide excellent customer services and respond constructively to customer complaints and difficulties in a friendly and approachable manner. E
- Reliable. E
- Able to demonstrate effective interpersonal skills face-to-face and excellent telephone manner. E
- Ability to undertake all the physical aspects of the post. E
- Proactive, enthusiastic, and willing to take on a wide range of tasks including setting out sports, exams and other school facilities. E
- Ability to follow directions from Line Manager. E
- Ability to use own initiative, develop new ideas and broker new relationships. E
- Able to handle and deal with problems and make suggestions for improvement. D
- Self-motivated. E





QUALITY
OPPORTUNITY
COLLABORATION
AMBITION
COMMUNITY



Terms of APPOINTMENT

The appointment will be made based on Oxfordshire County Council's Support Staff pay and conditions.

The appointment is for as soon as possible and is full-time, and permanent.

John Mason School and Abingdon Learning Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act.

A copy of the school's Safeguarding and Child Protection Policy is here:

<https://www.johnmason.oxon.sch.uk/our-school/policies/>

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

How to APPLY

The application window opens on Tuesday 5 November 2024, with applications to be received by 12 noon on Monday 6 January 2025.

Applications should be submitted online through our recruitment portal [My New Term](#)

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements.

Interviews will take place on application and should a suitable candidate be found before the closing date the vacancy will close

Please do contact Jon West, Site Manager by email jwest@johnmason.school for an informal discussion about the role.

For further details of our recruitment process, please visit [our website](#).

We look forward to receiving your application.

