

## JOB INFORMATION –ESTATES ASSISTANT

<b>Department</b>	Estates
<b>Main purpose of role</b>	<p>We are seeking Estates Assistants to work on a zero-hour basis, joining our friendly and professional Estates Department. The department work as a cohesive team to provide a multitude of operational duties across The Princethorpe Foundation. The Estates Assistants will be called upon at key periods as required to support events, help complete projects, provide cover etc.</p> <p>This exciting and wide-ranging role will involve supporting with general maintenance, set-up/pack-down and support of internal and external events, portorage, traffic management and helping to keep the site clean and tidy.</p> <p>This is a practical role facilitating the proper functioning of the schools to ensure a safe and high-quality working, learning and recreational environment. Successful applicants will want to provide a class-leading service to staff, pupils and visitors and be enthusiastic, honest, trustworthy and reliable. They must be able to lift and enjoy working on their own as well as part of a team. The successful applicant will be provided with a range of initial and ongoing Health and Safety and skill development training.</p>
<b>Reporting to</b>	Operations Manager
<b>Departmental Information</b>	<p>The Estates department is a team of around 30 individuals working across four areas; buildings, grounds, operations and health and safety compliance under the leadership of the Director of Estates.</p> <p>The Estates Department is responsible for ensuring that the buildings and grounds across all three Foundation schools (Princethorpe College, Crackley Hall School and Crescent School) provide a wonderful environment to learn and work.</p> <p>The organisation, known for its friendly, welcoming and open atmosphere, employs staff with a very wide variety of expertise and specialisms. Working for the Princethorpe Foundation would give a great chance to learn and develop in a fast-paced environment with no two days being the same.</p>
<b>Key duties and responsibilities</b>	<ul style="list-style-type: none"> <li>● Open or secure the premises</li> <li>● Basic maintenance tasks – potential for more specific tasks for skilled individuals</li> <li>● Carry out portorage duties around the site as required</li> <li>● Place event specific signage out around the site</li> <li>● Set up and pack down for events e.g., exams, open evenings etc.</li> <li>● Support and supervise contractors</li> <li>● Report repairs and carry out basic maintenance tasks around the site</li> <li>● Ensure the site is litter-free and tidy; litter-pick, empty bins and recycling</li> <li>● Support bus duty and event car parking as required</li> </ul> <p>Other duties</p> <ul style="list-style-type: none"> <li>● Comply with all health and safety procedures and attend all training courses so as to assist the management in creating a safe working environment as part of the Foundation’s endeavour to promote a good health and safety culture</li> <li>● Gritting, salt spreading and snow clearing around all schools (when required)</li> <li>● Assisting the Grounds Team as required</li> <li>● Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post</li> </ul>

<b>Safeguarding Children</b>	<p>The posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's child protection policy statement at all times.</p> <p>If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school she/he must report any concerns to the Deputy Head (Pastoral) or the Headmaster.</p>
<b>Mandatory training</b>	<ul style="list-style-type: none"> <li>● Safeguarding training</li> <li>● Health &amp; Safety induction</li> </ul>
<b>Hours and place of work</b>	<p>We have a range of opportunities for casual work throughout the week, covering a variety of shifts in and out of term time. Hours and venue will depend on the needs of the Foundation and will be planned in advance or offered at short notice. Please outline your availability and skills in your letter of application.</p>
<b>Salary</b>	<p>The salary for this role is based on band D3 – D10 of the Princethorpe Foundation support staff scale, currently £10.47 - £11.43 per hour (£20,416 - £22,288 per annum based on a full-time equivalent of 37.5 hour), depending on qualifications and relevant experience.</p>
<b>General</b>	<p>The employee will need to satisfy the Foundation of medical fitness, integrity of information supplied and will be expected to sign a standard Foundation contract of employment.</p>
<b>Safeguarding</b>	<p>The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.</p> <p>During the recruitment process we will require a signed statement that the applicant is not on the barred list/ List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.</p> <p>The successful applicant will be required to complete a Disclosure and Barring Service (DBS). You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the relevant DfE and DBS agencies.</p> <p>Please refer to the Safer Recruitment Policy, which applies to all age ranges including Early Years, the Junior School and Senior School. This should be read alongside this brochure and contains a separate policy relating to the recruitment of ex-offenders at Annex A.</p> <p>The Safeguarding Policy, Behaviour Policy: Staff Code of Conduct, Safer Recruitment Policy and information on Disclosure and Barring Service (DBS) checks are available on the Employment Opportunities page of the website <a href="http://www.princethorpe.co.uk">www.princethorpe.co.uk</a></p>
<b>Recruitment</b>	<p>The Princethorpe Foundation is committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment.</p> <p>The Foundation is an equal-opportunities employer.</p> <p>All relevant policies are available here: <a href="http://www.princethorpe.co.uk/join-us">www.princethorpe.co.uk/join-us</a></p>

## About the Princethorpe Foundation

The Princethorpe Foundation is an incredibly exciting place to work. We pride ourselves on being a warm, kind and caring organisation, as well as being disciplined and aspirational.

We cater for a wide range of children from a variety of backgrounds and have an outstanding record of academic success by getting the very best from our pupils.

Our schools have amazing histories, beautiful buildings and grounds and are made up of people who are incredibly friendly, bright and energetic.

We aim to treat every pupil as an individual, supporting them to grow into mature, resilient, well-rounded and “worldready” young people with a strong set of moral values to guide them through adult life.

We have two rules for pupils and staff: “Be kind and always give your very best”

### ***Ed Hester***

### **The schools of the Foundation**

The Princethorpe Foundation welcomes children of all faiths and backgrounds and provides co-educational, independent day schooling with a strong Christian ethos. We support

and nurture some 1,300 children from age two to eighteen years, through Little Crackers Nursery, Crackley Hall School, Crescent School and Princethorpe College.

### ***Princethorpe College***

Founded by the Missionaries of the Sacred Heart in 1966, Princethorpe College is a Catholic, co-educational, HMC independent day school for around 920 pupils aged eleven to eighteen, with around 200 students in the Sixth Form.

The College is renowned for its ‘spirit of family’ and the way in which it looks after its pupils and its staff. About one quarter of the children at Princethorpe are Catholic and Christ’s teaching in the Gospels on love, service, forgiveness and generosity of spirit is central to the school’s character and approach to learning. The atmosphere is warm, open and friendly. We combine academic rigour and hard work with a caring and holistic approach to education.

### ***Crackley Hall School***

Crackley Hall (IAPS and ISA) and Little Crackers is a high achieving, thriving and happy Catholic school and nursery of around 300 pupils aged 2 to 11 years, situated in Kenilworth.

Originally founded in 1862 by the Sisters of Mercy and known as St Joseph’s Convent School, Crackley Hall is located in an attractive former country residence, built for John Siddeley, Lord Kenilworth, on the edge of the town.

St Joseph’s merged with Princethorpe College in 2001 to become The Warwickshire Independent Schools Foundation, now The Princethorpe Foundation. The older girls moved to Princethorpe and the junior school and nursery became co-educational.

### ***Crescent School***

The Crescent School (IAPS and ISA) is an independent preparatory co-educational day school for around 160 pupils aged 4 to 11 years.

Originally founded in 1948 (having informally started in 1946) as a school for the children of Rugby School masters, it was housed in Rugby School buildings. Having opened its doors to children living in Rugby and the surrounding district, it outgrew its premises and, in 1988, purchased a purpose built school in Bilton, a leafy, residential suburb approximately two miles south of Rugby town centre.

In September 2016, the Crescent School merged with the Princethorpe Foundation.

<b>PERSON SPECIFICATION</b>		<b>Essential</b>	<b>Required</b>	<b>Desirable</b>
<b>Experience/ knowledge</b>	Able to carry out portorage, minor maintenance and repairs as necessary	Y		
	Able to assess a job, obtain materials and carry out the work to a high standard of workmanship			Y
	Be able to use a range of tools, as required by the job (training provided by the school)	Y		
	Awareness of the main requirements of health and safety legislation and good practice relevant to the duties of the post		Y	
<b>Technical job related skills</b>	Be able to perform a range of DIY skills including decorating and painting			Y
	Ability to move furniture, boxes etc safely and efficiently	Y		
	Be able to follow plans and event specific instructions to ensure rooms/areas are set up correctly	Y		
	Reporting, both written and verbal, of faults requiring specialist skills			Y
	Minibus driving			Y
	A good understanding of how to operate heating, fire and burglar alarm systems			Y
	Climbing ladders and working at height	Y		
<b>Personal job- related skills</b>	Able to work unsupervised as well as part of a team in a clean and tidy manner	Y		
	Honest, trustworthy and reliable	Y		
	Flexibility and sensitivity to the needs of a wide range of users of the school	Y		
	Security conscious at all times	Y		
	Able to work around other people including pupils at all times	Y		
	High standard of personal presentation and a friendly, professional demeanour	Y		
	Enthusiastic and self-motivated	Y		
<b>Qualifications</b>	English and Mathematics GCSE (Grade C minimum)			Y
	City and Guilds or equivalent qualification			Y
	Full, clean driving licence – willingness to undertake minibus driver training	Y		

<b>Other requirements</b>	A commitment to the safeguarding and welfare of all students Participate in an on-call rota	Y Y		
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## HOW TO APPLY

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<b>Application form</b>	<p>Applications will only be accepted from candidates completing a Princethorpe Foundation application form in full. CVs will not be accepted in substitution for completed application forms. Please submit an application form together with a CV and covering letter detailing experience, personal qualities, how you meet the person specification and outlining your suitability for the post.</p> <p>Please address your application to Mr Tolcher, Foundation Bursar.</p> <p>Completed applications should be sent by email to <a href="mailto:Recruitment@princethorpe.co.uk">Recruitment@princethorpe.co.uk</a> or by post to: Recruitment Co-ordinator, Princethorpe College, Princethorpe, Rugby, CV23 9PX</p>
<b>Closing date</b>	<p>The closing date is Monday 20 June 2022, although applicants are advised to apply immediately as applications will be reviewed upon receipt and successful candidates invited to interview. Interviews are likely to be held at Princethorpe College.</p>
<b>Invitation to Interview</b>	<p>If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.</p> <p>All candidates invited to interview must bring with them:</p>
<b>Proof of ID and Right to Work in the UK</b>	<ul style="list-style-type: none"><li>• Full birth or adoption certificate issued in the UK, dated within 12 months of birth</li><li>• Current UK passport showing holder is a British Citizen OR</li><li>• Right to work in UK (see link here for further acceptable documentation)</li><li>• <a href="https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version">https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version</a></li></ul> <p><b>And where possible</b></p> <ul style="list-style-type: none"><li>• An official document giving your permanent National Insurance Number.</li><li>• If applicable, your Marriage Certificate or official documentation showing a change of name. <b>See Qualifications below</b></li><li>• If available, your Current driving licence (photo card)</li></ul> <p><i>At least one document must be photographic proof of ID.</i></p>
<b>Educational/ professional qualifications</b>	<p>Qualification Certificates as listed on your application form.</p> <p><b>If the certificate is in your maiden name then a marriage certificate must be produced.</b></p> <p>If the successful candidate cannot produce original documents or certified copies, written confirmation of their relevant qualifications must be obtained from the awarding body.</p>
<b>Proof of current address</b>	<p>Utility bill or financial statement showing your current name and address, dated within last three months.</p>