



King's College
TAUNTON



King's Hall School
TAUNTON

Part of King's Schools Taunton Limited

Appointment of

**Head Caretaker /
Security Officer**

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AN INTRODUCTION TO KING'S COLLEGE, TAUNTON

King's College is a thriving boarding and day school of approximately 490 pupils. It combines strong academic achievement, traditional values and excellent pastoral care with a progressive, modern outlook, providing girls and boys aged 13–18 with the opportunities, confidence and ability to reach their full potential within a happy and caring environment.

King's Hall Prep School (located some three miles away) combines with King's College to provide a continuous education from 2-18. The two 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. Just over 60% of the pupils board. 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.

ABOUT TAUNTON

Taunton is the county town of Somerset, in the South West of England. It is a busy market town with excellent road and rail links, located between junction 25 and 26 on the M5, 25 minutes north of Exeter and 35 minutes south of Bristol.

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.

The fast West Country train service reaches Paddington in under two hours.

In their everyday life around the school, our pupils show the confidence to succeed, and the determination to give of their very best.



Appointment of
Head Caretaker / Security Officer

THE ROLE *Job Summary*

The main purpose of the role is to support the Domestic Services Manager in the day to day management of the caretaking/security teams across both schools.

The main responsibilities for this role will be to provide efficient and effective caretaking support to both King's College and King's Hall School including ensuring the security and general appearance of the buildings and surrounding areas are maintained and secured and deputising for the Domestic Services Manager, when required.

Complying with Health and Safety Regulations.

The postholder of this important role will need to satisfy a number of important criteria, including:

- To be smart of appearance when necessary
- To be polite with parents, pupils and other members of staff
- To be able to demonstrate a flexible nature
- To be physically fit in order to perform the tasks listed
- To hold a full clean driving licence which includes at least a Category "D1"

What we are looking for

This is a fantastic opportunity to join King's in this new role. We require a highly motivated and talented individual with a real "can do" approach, to work full-time across both our prestigious schools King's Hall School and King's College.

Reporting To:

Domestic Services Manager (DSM)

Responsible for:

Caretaker Security Teams (3 staff King's College and 1 staff King's Hall School)

Liaises with:

- Transport Manager (TM)
- Domestic Services Supervisor (DSS)
- Head of Maintenance (HoM)
- Health & Safety Officer (HaSO)
- Catering Manager (CM)

Hours of Work:

40 hours per week (½ hour for lunch) across Monday to Sunday, 5 days of 7. There will be some early starts/late finishes and weekends, so flexibility is required.

Duties and Responsibilities

Management:

To organise and manage all aspects of caretaker/security teams' duties:

- To provide a quality, professional level of security and safety across the school campus, e.g. banking, post collection and delivery, locking and unlocking, and monitoring the safety and security of King's Schools, grounds, facilities, buildings, gates and boundaries
- To organise and manage team rotas to optimise support and maximise cover across the schools
- To liaise with the TM, and organise regular and ad hoc pupils transport, and airport runs at the end and start of terms (six times per school year)
- To organise porter duties, e.g. waste and rubbish management, and ad hoc porter duties
- To liaise with DSS, for cleaning duties, and organise the team accordingly and arrange/carry out ad hoc emergency cleaning jobs
- Liaising with and being the first point of contact for some outside events and lettings, e.g. sports bookings, Amici choral group, and summer cricket festival
- Be on call for any security/caretaking duties at the weekend
- Stand in for the DSM, when required, ensuring the caretaker/security teams, cleaner/porter teams and cleaning/house cleaning teams and their areas run smoothly in the DSM's absence

General:

- Carry out school banking
- Post services: deliver outgoing and collecting school post and parcels, ensuring secure, efficient delivery service over both schools
- Respond to and deal with security issues and fire alarms. Record details and report to HaSO
- Overall responsibility for security of buildings and facilities
- Unlock and locking of buildings, facilities, gates and boundaries
- Keep accurate vehicle transport logs, and report issues to the TM
- Organise/carry out pupils' daily transport, general goods deliveries and collections. In conjunction with the TM; organise/carry out airport runs as required in school minibuses/vehicles
- Porter duties
- Cleaning duties

Duties and Responsibilities

Health & Safety and legislative responsibilities:

- You must ensure safe plant
- You must ensure safe systems
- You and your team must maintain a high standard of personal hygiene and appearance; uniform and footwear where provided, is to be worn in full
- You must organise carry out all cleaning duties to the King's 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
- Organise team training as required
- Contribute and be active in the King's Schools staff appraisal system
- Attend and conduct staff meetings as is required to facilitate effective communication

Occasional duties:

Provide cover for any other area within King's Schools Taunton Ltd as instructed by your Line Manager

Other Work:

Other work as reasonably expected of the Job Holder and directed by the DSM or Deputy Head or senior member of school staff

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to A level equivalent • First Aid at Work Qualification or willing to obtain • Category D1 on driving licence 	<ul style="list-style-type: none"> • Commitment to continued training and development (CPD)
Skills & Knowledge	<ul style="list-style-type: none"> • Cleaning • Proven ability to work as part of a team • High level organisational and time-keeping skills • People management • Health and Safety including safe working practices such as COSHH, manual handling 	
Experience	<ul style="list-style-type: none"> • Facilities maintenance including grounds and buildings • Management of a small team 	<ul style="list-style-type: none"> • Experience of working in a school environment • Driving a minibus
Personal qualities and abilities	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and boundaries with children and young people • Emotional resilience in working with different situations • Be a role model to staff, children and the community • Be committed to the school and its ethos • Able to motivate self and others • Organised • Flexible • Good communication and interpersonal skills • Demonstrate initiative • Reflective on own practice • Positive attitude and willingness to help 	

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

HOW TO APPLY

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

King's College has its own pay scale and there are discounts at both King's Hall and King's College for staff children.

This post will offer a competitive remuneration package and many benefits - please see website for details.

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

Please complete the application form enclosed and send by email or letter to:

Craig Sweet
HR & Payroll Officer
King's College, Taunton, Somerset, TA1 3LA

01823 328105
csweet@kings-taunton.co.uk
www.kings-taunton.co.uk

The closing date for applications is Friday 27 May 2022





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King's Hall School
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www.kings-taunton.co.uk

01823 285920
www.kingshalltaunton.co.uk