



Appointment of Site Caretaker

Required as soon as possible.

Welcome from the Head



Thank you for your interest in the position of Site Caretaker at Carrington School. We are proud to offer a stimulating, fast-paced and supportive working environment, where collaboration and a strong sense of community are highly valued. Our teams meet regularly after school on a scheduled basis, ensuring colleagues have time to connect, share ideas and work together towards shared goals. As part of school life, staff are encouraged to get involved in a wide range of opportunities, including educational trips, Duke of Edinburgh expeditions and social events. We are also committed to supporting staff well-being and are members of Smart Clinic, which provides free access to a variety of services such as legal and financial advice, lifestyle screening and counselling (www.smartclincicuk.com).

We know how important provision of career opportunities is and will be expecting staff to be ambitious in their own development; our commitment to staff is to encourage attendance at recognised conferences, to study recognised qualifications, to collaborate with schools in the local area and the MAT and / or to engage with current relevant research.

I am looking for people to work in the team with great drive and determination, someone who is not afraid of challenge, who is personable and flexible but overall who has a passion for making improvement for students which will enable them to make better lives for themselves in the future.

I am keen to speak with you further should you be interested in a position within our school. Please do feel free to come and visit us if you want to really get an understanding of the work we do. You are welcome at any time, please contact me on koakley@carringtonschool.org

Our motto, **Ad Astra**, to reach for the stars, represents the high expectations that we have for each member of our school community. Having dreams, goals, targets and a vision is an important driver to help keep us all motivated and make the learning journey purposeful and exciting. We want excellence in everything and we support and encourage everyone to be the best they can be in all that they do.





Who We Are

- We are a 11-16 comprehensive school
- We are a 7 form entry, 210 PAN
- We are central to Redhill and have great access from the train station, easily accessible to the coast and London
- We are in SESSET along with The Ashcombe School and Therfield School
- Our last Ofsted Inspection was rated 'Good' in May 2023
- Our students make good progress and we continue to work hard to ensure their outcomes continue to improve

“Pupils are proud of their school. They know that the staff work very hard to support them”
(Ofsted 2023)

The Role

The Site Caretaker is required to work as part of the Premises team to maintain a safe, compliant and welcoming school environment that enables our community to Aspire, Innovate and Respect, through high standards of site management, teamwork and professional pride.

Job Title: Site Caretaker

Salary: SESSET 4 £24,624 to £26,825

Hours per week: 36 over 52 weeks - 24/28 days holiday

Line Manager: Premises Supervisor/Operations Officer

Contact Karen Ehren, HR Officer for more information
hr@carringtonschool.org or 01737 764356 x208



Benefits

- > Strong induction programme
- > Great CPD and training opportunities
- > Two-week October half term
- > Opportunities to **accompany visits locally, nationally and internationally**, such as skiing in Italy, hiking in Morocco and community project work in Uganda
- > Modern, spacious and well-equipped staff room
- > On-site parking
- > Confidential membership of Smart Clinic, our employee support service that covers legal, health, financial and lifestyle support for all staff
- > Annual pay progression within your pay grade
- > Laptops for all teaching staff and tablets for all teaching assistants
- > Start the day with free morning porridge!
- > Complimentary refreshments when attending evening events such as Parent-Teacher meetings and Open Evening
- > £1000 finders fee for staff who recruit other appropriate staff for us
- > London Fringe Allowance
- > **Annual flu vaccinations**
- > Paid lunch duties available

Our people really are what sets us apart, with a warm and positive culture that challenges and supports us to be our best every day.

Our holistic approach is evident in our innovative Excellence Programme designed to provide cultural capital, a beautiful Ecology Area that stretches alongside the Earlswood brook where we run our Forest School, and extensive enrichment opportunities.

Role Description

The Role

As part of the Premises Team, to maintain a safe, compliant and welcoming school environment that enables our community to Aspire, Innovate and Respect, through high standards of site management, teamwork and professional pride.

Key Tasks and Accountabilities

The Caretaker is responsible, as part of the Premises Team, for the day to day cleanliness and tidiness of the School and the upkeep of the school grounds. Duties will include:

- Ongoing repair and odd job work as necessary
- Hanging shelving
- Hanging display boards
- Supervision of some maintenance contractors on site as directed.
- Receipt and distribution of any ordered goods, materials and equipment for the School, checking delivery notes and ensuring staff receive goods ordered.
- Prudent stock levels of necessary consumable items such as tissues, soaps, fluorescent tubes, batteries etc. Responsible for the School's timely waste management collections including all recyclables.
- The movement of furniture and the setting up and taking down of tables and chairs for special events, functions and meetings.
- The setting up of the hall for events or lettings
- Preparing areas for lettings, making sure they are clean and open to the client. Ensuring they are aware of all safety aspects of the site and know what to do in the event of a fire or accident.
- To be an emergency contact for lettings on a rota basis
- Manning the School entrance during school events, some out of hours working is expected.
- Organising and logging information regarding: Water management records, Pest control records, Waste management, Energy usage data collection and record keeping (this list is not exhaustive)

The Caretaker will become a trusted 'Key Holder' for the School and expected to carry out any necessary duties that this may involve call out in the event alarms are triggered etc.

The Site Grounds

The Caretaker will be responsible for the general upkeep of the School grounds. This includes clearing the grounds of all rubbish, leaves and snow / ice as appropriate, and the maintenance of the pond, and ensuring that all fire exit /escape routes are clear and accessible. The Caretaker will ensure that all boundary areas / walls, entrances and exits are secure at all times. The Caretaker will undertake pruning and planting periodically, as directed by the Premises Manager and ensure that the flower beds are watered as needed. Playground areas will be inspected daily.



Role Description Continued

Maintenance and Minor Repairs

The following is a list of 'typical' activities to be undertaken by the School Caretaker. It is an indication as to the types of duties expected:

- Repair door handles, door closures, shelving, display boards, locks, basic painting and decorating, window latches. Repair of furniture, coat hooks, curtain rails and school equipment.
- Assist in the preparation of props for school productions.
- Fitting toilet roll holders, soap dispensers and paper towel mechanisms.
- Ordering of basic stock – toilet paper, light bulbs etc.
- Small plumbing jobs and replacement of tap washers, toilet seats/handles, plugs and chains to basins.
- Change fuses up to and including 13 amps.
- Water plants.
- Temporary boarding up of windows, removal of dangerous glass, making areas safe in the event of a hazard arising.
- Cleaning / Disinfections as needed during school day

Hours of Work

The role requires flexibility to meet the operational needs of the school. Occasional evenings or one weekend day per month will be worked by agreement with the Premises Supervisor/Operations Manager. The time will be reclaimed in that week Working hours will ensure effective site opening, locking, daytime cover and event support

Details of working patterns will be agreed regularly to ensure full staff coverage at all times. The current shift pattern for the Premises Team covers 7am to 6pm Monday to Friday. At the end of each working day the Caretaker will be responsible for seeing ensuring areas are ready for school the next day with notes left for the cleaning team if areas need extra attention. Doing a site check, closing doors and windows as required and alerting the Premises Manager to any matter requiring urgent attention.

School Holiday Duties

The Caretaker is expected to be available during all holiday periods as required by the Premises Manager, hours will be arranged in discussion with the line manager and needs of the school. This is flexible depending on the works being completed. This will also involve providing access for contractors and general maintenance that otherwise would not be practical to carry out during the school term time.

Safeguarding

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Carrington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



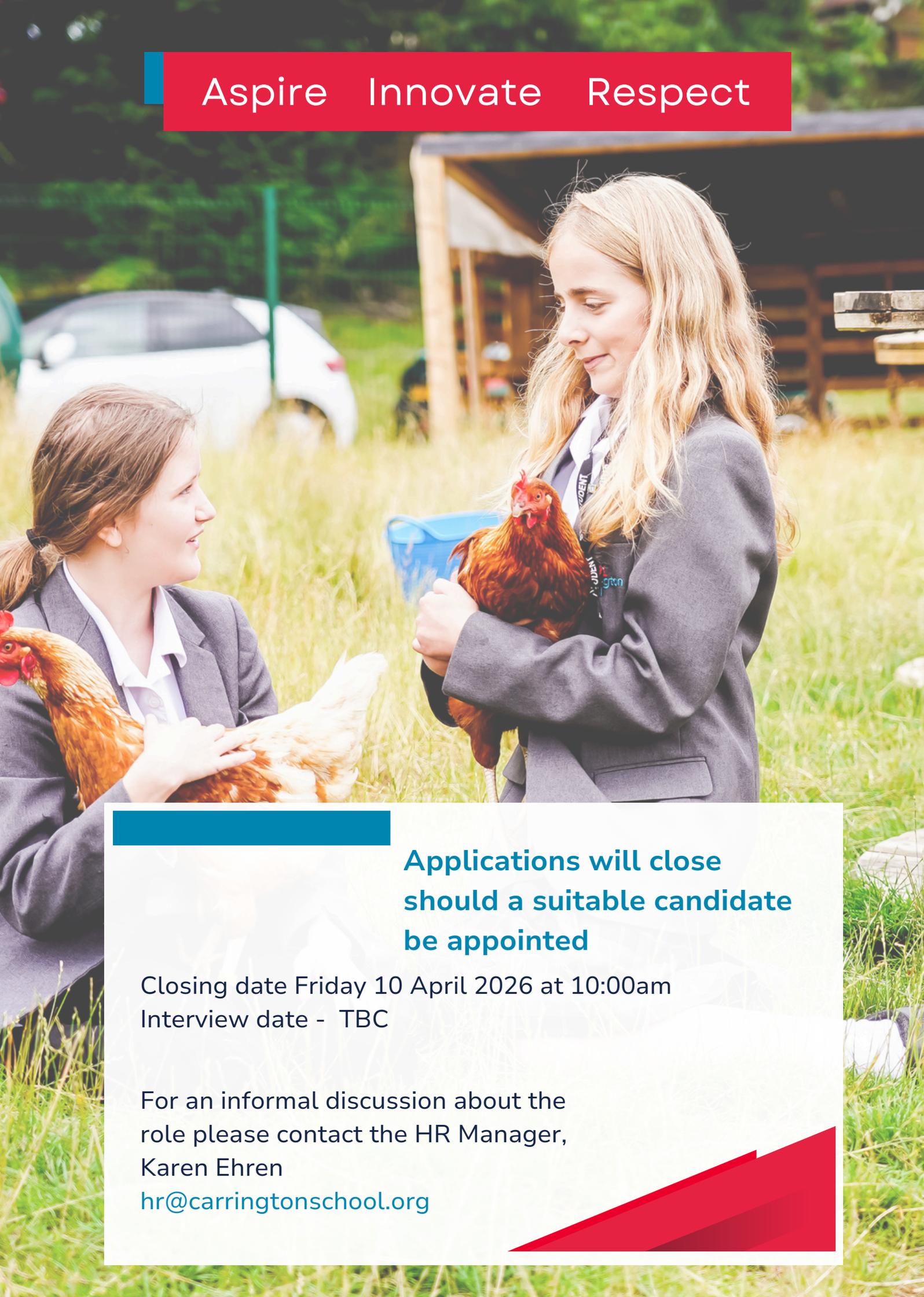
Person Specification

Person Specification

The job requires that you have:

- An ability to relate to pupils, teachers, management, parents, contractors, members of the public etc and must be able to deal with all people in a polite and courteous manner
- An ability to maintain total confidentiality about school matters
- A competency in IT matters
- A conscientious, flexible, trustworthy and reliable manner
- Good DIY skills and are physically fit and active. A Strong service ethos is essential
- A can do, proactive, energetic attitude towards your work and people is a must
- A good self- manager
- Strong attention to detail
- Ability to prioritise is essential
- You need to be a strong team player, prepared to get your hands dirty
- A 'make it happen', positive, energetic attitude to your day to day work
- Relish the opportunity to work in a student environment and deal with the issues that brings
- Enthusiasm to hit the highest standards
- A practical approach to issues and challenges
- A desire to make a difference every day.

Aspire Innovate Respect



**Applications will close
should a suitable candidate
be appointed**

Closing date Friday 10 April 2026 at 10:00am
Interview date - TBC

For an informal discussion about the
role please contact the HR Manager,
Karen Ehren
hr@carringtonschool.org



Visit our website for more information about our school



www.carringtonschool.org

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Carrington School Redhill



@carringtonschool



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