
General information for applicants

Estates Assistant Casual / Zero Hours

The Princethorpe Foundation

The Princethorpe Foundation, which is administered by lay trustees, provides coeducational, independent, day schooling in the Catholic tradition for some thirteen hundred children from age two to eighteen years. The senior school, Princethorpe College, (HMC 11 - 18) is about 7 miles from Leamington, Coventry and Rugby, with the junior schools, Crescent (IAPS) about seven miles away in Rugby, and Crackley Hall School (IAPS) and Little Crackers Nursery about nine miles away in Kenilworth.

The School

Princethorpe College opened in 1966 and occupies a fine former Benedictine monastery which was built in the 1830s in 200 acres of parkland. The origins of the school date back to 1957 when the Missionaries of The Sacred Heart opened St Bede's College in Leamington Spa; the subsequent move to Princethorpe gave an opportunity for expansion.

The school became a lay foundation in 2001, when it merged with St Joseph's School in Kenilworth, resulting in the consolidation of a junior school and nursery on the Kenilworth campus. Crackley Hall is a significant feeder for Princethorpe. In September 2016, The Crescent School, a stand-alone prep school for seventy years in Rugby, also merged with the Princethorpe Foundation.

About one-quarter of the children at Princethorpe are Catholic and the Foundation welcomes children and staff of all denominations. The key catchment area for the school lies in a radius of about twenty-five miles, largely within the conurbations of Coventry, Leamington, Warwick, Kenilworth, Solihull, Stratford, Lutterworth, Banbury and Rugby, all of which enjoy a private bus service.

The Head of Princethorpe, Ed Hester, is Foundation Senior Head and as chief executive chairs the Foundation Executive Committee (FEC) which has responsibility for the day-to-day running of the schools and strategic planning. Financial management, estates, catering, IT systems and marketing for all schools in the foundation are resourced centrally. The head of Crackley Hall, Robert Duigan and the Head of the Crescent, Joe Thackway, are also members of the FEC.

Ed Hester is a member of HMC and the school also has membership of ISA and CISC.

The school continues with a comprehensive investment programme which over the last decade has seen a Sixth Form Centre built, Sports Centre improvements, chapel refurbishment, a new Photography department, update of IT facilities, Music department and classroom refurbishment and restoration of The Roundhouse to provide a stunning multi-purpose meeting, teaching and performing space. *The Limes*, a £4.5m fourteen-classroom teaching wing serving English, Modern Foreign Languages, Academic PE, IT and computing opened in September 2014. An indoor climbing wall and new fitness centre were part of the same project.

Ethos

Princethorpe life extends well beyond just exam preparation. The gospel values of love, service, commitment and forgiveness are central to everything which the school does, underscored by the school motto, *Christus Regnet* – may Christ reign.

Our schools are characterised by their strong Christian ethos and pride themselves on providing a caring, stimulating environment in which children's individual needs are met and their talents, confidence and self-esteem are developed.

The school maintains its Catholic tradition through assemblies, morning prayers, Holy Mass, celebrating the sacraments, teaching of Religious Studies and a vibrant Chaplaincy.

The social, cultural, intellectual, spiritual and emotional needs of pupils drive the school which is famed for outstanding levels of pastoral care. The ISI inspection report from April 2014 makes reference to the spiritual, moral, social and cultural development of pupils as being a key strength of the school.

The Local Area

True to its heritage as a fashionable spa resort in the late 18th century and with a population of 50,000, Leamington is a thriving and elegant town of culture, leisure and good eating, with a well-regarded shopping experience comprising the usual range of high street outlets plus a significant number of independents. There are three key green spaces: The Jephson Gardens, Pump Room Gardens and Victoria Park. All of the major supermarkets are present. Swimming, golf, football, rugby, tennis, real tennis, health clubs, galleries, museums and the theatre are all well represented.

Rugby which has a population of 71,000, has an industrial heritage including the development of Whittle's jet engine and is, of course, the birthplace of rugby football; Coventry is famed for its Basil Spence Cathedral where Britten's War requiem was first performed and Warwick has a gentler air boasting the finest mediaeval fortress in the country. Kenilworth has the ruins of a castle, the remains of a medieval monastery, interesting architecture, a huge choice of well-regarded restaurants and a variety of independent retailers.

Communications in this part of the world are excellent, with easy access to the Midlands motorway network, and London is about an hour from stations at Leamington Spa, Rugby and Coventry. Shakespeare's Stratford-upon-Avon and the Cotswolds are a short drive away. There is a huge variety of property at modest prices.

Looking Forward

Princethorpe College enjoys an excellent and growing reputation. Pupil numbers have risen to around 900 and continuing strides are being made to ensure the highest academic standards and a widening extra-curricular programme. Many pupils gain representative honours in sport and England cricketer, Ian Bell, numbers amongst the school's alumni.

Plans are in place for *The Close*, a seven laboratory Science block at Princethorpe and *The Gables*, at Crackley Hall, comprising a multi-purpose hall, classrooms and music practice rooms opened in February 2016 and represents a further £2m investment. A new Virtual Learning Environment utilising *Firefly* has been implemented and is being rapidly populated. A pilot study for using tablets and other digital devices in class groups has recently been completed.

Role

Ideally starting in November 2018, we are recruiting Estates Assistants to work on a casual, zero hours basis as part of the Estates team, providing support services to all of the Foundation schools - Princethorpe College, The Crescent in Rugby and Crackley Hall School in Kenilworth. Flexibility will be required in respect of working hours, with occasional weekend work.

The duties will primarily involve maintenance work internally and externally, security, portage and some cleaning. Applicants with some carpentry, plumbing or decorating skills would be most welcome. This is a 'hands-on' role facilitating the proper functioning of the schools to ensure a safe and satisfactory working, learning and recreational environment.

The successful applicant will need to be able to provide a high quality service to staff, pupils and visitors and be enthusiastic as well as honest, trustworthy and reliable, able to lift and to work on his/her own as well as part of a team. Applicants should preferably have a clean full driving licence.

Working hours

The part-time roles would cover various shifts between 7.30 am and 9.30pm (Mon to Sat) but we would also be happy to consider applications for working on Saturdays only and/or evenings only.

Professional Duties

- Key point of contact for both internal events and external lets including outside school hours.
- Ensuring the school/building premises are presented in the best possible manner at all times.
- Completion of any records required as a consequence of School/building, procedures or statutory provisions.
- Receiving delivery of goods/materials and fuel, where necessary storing them safely as required.

Maintenance duties

- Carry out maintenance and repair work requiring non-specialist skills to foundation premises.
- Carry out planned preventative maintenance and record keeping for the site
- Report repairs and maintenance around the site
- Carry out portage duties around the site as required
- Ensuring that the areas used for weekend sports fixtures, such as the dining rooms and changing rooms, are cleaned and ready for School on Monday.

Sports Lettings

- Assist others with outside groups hiring College sporting facilities and up-keep of on-line Astro and Sports Hall Diaries
- Contractors, including contract cleaning
- In conjunction with Estates Administrator liaise with visiting contractors: who need access out of hours
- Check quality of contract cleaning and make sure they maintain standards.
- Make regular inspections of premises and deal with cleaning deficiencies

Security

- Ensure that the school is secure each day including later afternoon locks and the final lock and alarm at 9:30pm.
- Ensure that windows are closed, all external and internal doors (as required) are adequately secured, alarms correctly set and gates secure as required.
- Reporting any security concerns as appropriate.

Other duties

- 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.
- Maybe required to be a named driver on all Foundation vehicles including transporting pupils and/or equipment.
- There is a responsibility to protect the good name of the Foundation at all times.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.
- Ensure the campus is litter-free and tidy; empty litter bins around the school at all sites
- Gritting, salt spreading & snow clearing around all schools
- Carry out car parking duties as required
- Assisting the Grounds Team as required

Mandatory Training

- Safeguarding
- Health & Safety courses
- Toolbox talks

General

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.

Person Specification

		Essential	Required	Desirable
Experience/ knowledge	<p>Able to carry out minor maintenance and repairs as necessary</p> <p>Able to assess a job, obtain materials and carry out the work to a high standard of workmanship</p> <p>Capable to work with full set of hand tools (power tools and training are provided by the school)</p> <p>Awareness of the main requirements of health and safety legislation and good practice relevant to the duties of the post</p>	Y Y Y Y		
Technical job related skills	<p>Be able to use a wide range of non-specialist building skills including minor decorating to problem solving</p> <p>Climbing ladders and working at heights.</p> <p>PAT testing and visual checks to electrical fittings and equipment</p> <p>Reporting, both written and verbal, of faults requiring specialist skills</p> <p>Minibus driving</p> <p>A good understanding of heating, fire and burglar alarm systems</p> <p>Carpentry, plumbing or decorating skills</p>	Y Y Y Y	Y	Y Y Y
Personal job related skills	<p>Able to work unsupervised as well as part of a team in a clean and tidy manner</p> <p>Honest, trustworthy and reliable</p> <p>Flexibility and sensitivity to the needs of a wide range of users of the school</p> <p>Must never work under the influence of alcohol or drugs</p> <p>Security conscious at all times</p> <p>Able to work around other people including pupils at all times</p> <p>High standard of personal presentation</p> <p>Enthusiastic and self-motivated</p>	Y Y Y Y Y Y Y		
Qualifications	<p>English & Mathematics GCSE (Grade C minimum)</p> <p>City and Guilds or equivalent qualification</p> <p>Full, clean driving license – willingness to undertake minibus driver training</p>	Y Y		Y
Other requirements	Participate in an on-call rota	Y		

Princethorpe College reserves the right to amend this job description from time to time according to business needs

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy statement at all times.

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 of children in the school she/he must report any concerns to the deputy head (pastoral) or the headmaster.

Salary

The salary for this role is based on band D7 – D11 of the Princethorpe Foundation support staff scale, currently £20,248.40 - £21,285.71 per annum, full-time equivalent (£10.38 - £10.92 per hour) depending on qualifications and relevant experience.

Members of staff working in the Foundation enjoy a considerable discount on school fees for their own children at Princethorpe College, Crackley Hall and the Crescent.

Safeguarding

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.

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.

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.

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.

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.

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 www.princethorpe.co.uk

Recruitment

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.

The Foundation is an equal-opportunities employer.

Application Form

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.

Completed applications should be sent by email to Recruitment@princethorpe.co.uk

or by post to: Recruitment Co-ordinator, Princethorpe College,
Princethorpe, Rugby, CV23 9PX

Closing date: Monday 12 November at 9.00am and interviews are likely to be held on Thursday 15 November 2018.

Invitation to Interview

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.

All candidates invited to interview must bring with them:

Proof of ID and Right to Work in the UK

At least one document must be photographic proof of ID. Please bring:

- Current UK passport showing you are a British Citizen **OR**
- Current Passport or National ID Card showing you are a national of the European Economic Area or Switzerland **OR**
- Full birth or adoption certificate issued in the UK, dated within 12 months of birth.

And where possible

- An official document giving your permanent National Insurance Number.
- If applicable, your Marriage Certificate or official documentation showing a change of name. **See Qualifications below**
- If available, your Current UK or European driving licence paper or new style photo card – if an older photo card, the paper counterpart must also be produced.

Educational/professional qualifications

- Qualification Certificates as listed on your application form.
If the certificate is in your maiden name then a marriage certificate must be produced.
If the successful candidate cannot produce original documents or certified copies, written confirmation of her/his relevant qualifications must be obtained from the awarding body.

Proof of Current Address

Utility bill or financial statement showing your current name and address, dated within last three months