



UT VOCE ITA VITA

# EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

## Appointment of a School Caretaker & Gardener

Applications are invited for the post of School Caretaker & Gardener. The successful candidate will be a committed and trustworthy individual, and will be an important member of a crucial, hard-working and supportive team.

Exeter Cathedral School is an independent school for boys and girls aged 3 to 13. The School has day pupils and a small number of boarders, and it is proud to educate the Choristers of Exeter Cathedral. The School was founded over 900 years ago and enjoys a fine reputation. Further information about the School can be found at: [www.exetercathedralschool.co.uk](http://www.exetercathedralschool.co.uk)

Details of the post are given below, and applications should be made by sending an application form (available on the School's website) and a brief letter (addressed to the Headmaster) to Mrs Rosie Hankin, Support Services Office Administrator, at [r.hankin@exetercs.org](mailto:r.hankin@exetercs.org).

Deadline for applications: 12h00 on Tuesday 12 July 2022

Interviews will take place during the week beginning 18 July 2022  
(The School may interview and appoint at any time.)

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**Job title:** Caretaker & Gardener

**Start Date:** as soon as possible

**Reporting to:** the Director of Finance & Operations, through the Clerk of Works

**Contract:** full-time, permanent, probationary period of 1 year

**Hours of work:** 07h00–16h00 Monday–Friday during term; 08h00–15h00 Monday–Friday during school holidays. One Saturday morning a term is required

**Salary:** £20,000

**Benefits:** 5.6 weeks holiday by agreement (usually during school holiday periods) including Bank Holidays, pension contribution scheme, 30-minute lunch-break (unpaid) with a range of lunch options (hot and cold) provided during term time, tea/coffee/snacks during term time, parking during school holidays, uniform, possibility of additional hours



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## Person Specification

### Qualifications:

Educated to secondary school level or beyond

Appropriate maintenance/grounds qualifications are desirable but not essential

### Skills/ experience:

Experience of grounds/caretaking/maintenance/decoration work

A good level of spoken English and secure reading and writing ability

Full UK driving licence (D category desirable)

Practical and logical approach to tasks

Ability to work as part of a team

Ability to work without supervision and to prioritise workload

Willingness to help others whenever necessary

Physically fit to meet the demands and nature of the manual work

Ability to work to verbal instruction and requirements, with care, accuracy and attention to detail

Positive attitude, flexible

Treats others – colleagues, pupils, parents and guests – with respect, courtesy and consideration

## Job Description

Responsibilities and duties which fall into the remit of the post-holder include:

Carrying out daily tasks, following a schedule laid out by the Clerk of Works

Sweeping doorways, playgrounds and pathways to keep them clear from debris and leaves at all times

Trimming hedges, pruning bushes, planting and tending to flower beds/plants in and around the School sites

Driving a School minibus to collect pupils using the School Bus Service each morning (Monday–Friday during term time only)

Upkeep of the School's grassed/planted spaces (including the outdoor classroom, the approaches, the playgrounds, the courtyard areas, the public-facing Headmaster's garden)

Ensuring that the School grounds are visually attractive and well presented at all times

Assisting with the transporting of items between the School sites (including the Cathedral and its buildings) (all within easy walking distance), and to/from the sports venues/other facilities used by the School (driving a School minibus)

Preparing for, and responding to, inclement weather by (e.g.) spraying/gritting surfaces

Ensuring all School areas are free from rubbish, leaves and trip hazards

Being vigilant for health and safety matters around the site, reporting any concerns immediately to the Clerk of Works

Overseeing the removal and collection of rubbish

Ensuring that doorways, windows, signage and other areas are always clear, clean and smart

Carrying out minor maintenance/decorative work as directed by the Clerk of Works

Acting as a relief driver (minibus) as required

Ensuring that light bulbs are changed and helping to ensure the visual appeal of all areas of the School

Setting up and taking down (and storage) of chairs and other required furniture (desks, projector, screen, display boards, etc.) before and after School

Unlocking/locking the School as required

With other team members, sharing the additional tasks when a member of the team is away

Exeter Cathedral School • The Chantry • Palace Gate • Exeter • EX1 1HX

Telephone: 01392 255298 • Website: [www.exetercs.org](http://www.exetercs.org) • Email: [reception@exetercs.org](mailto:reception@exetercs.org)



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Being a good ambassador to the School at all times  
Assisting with Fire Marshall duties  
Meter readings and legionella/asbestos checks as required  
Assisting with the supervision of visiting contractors as required  
Reporting any concerns about the safety or wellbeing of children to the Clerk of Works and the School's Designated Safeguarding Lead without delay  
Undertaking any other duties and tasks as may be reasonably requested by the Headmaster

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### **Safeguarding:**

ECS is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. Applicants for this post must be willing to undergo child protection screening appropriate to the post, including reference checks with current and previous employers, a declaration regarding Disqualification from Childcare and use of the Disclosure and Barring Service (DBS). If you are shortlisted, any relevant issues arising from your references will be taken up at interview.

### **Criminal records:**

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster or the Director of Finance & Operations. If you would like to discuss this beforehand, please telephone in confidence to the Headmaster or the Director of Finance & Operations for advice.

### **Equal opportunities:**

Exeter Cathedral School is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the School.