



UT VOCE ITA VITA

EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

Appointment of a Caretaker & Driver

Applications are invited for the post of Caretaker & Driver. 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.

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, r.hankin@exetercs.org.

Deadline for applications: Please apply as soon as possible

Interviews will take place during the June/July
(The School may interview and appoint at any time.)

Job title: Caretaker & Driver

Start Date: Immediate start, on satisfactory completion of checks

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; 08h00–16h00 Monday–Friday during school holidays

Salary: £25,000

Benefits: 5.6 weeks holiday by agreement (taken during school holiday periods) exclusive of 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:

Full UK driving licence (D1 category essential)

Experience of grounds, caretaking, maintenance, decoration work

Janitorial duties: cleaning, sweeping, tidying, moving

General gardening

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

Ability to work as part of a team

Ability to work without supervision and to prioritise workload

Physically fit to meet the demands of manual work

Positive attitude, flexible

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 flowerbeds and plants in and around the School sites

Driving a School minibus to collect pupils using the School Shuttle 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

Preparing for, and responding to, inclement weather

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

Acting as a relief driver (minibus) as required

Unlocking/locking the School as required

Sharing additional tasks when a member of the team is away

Assisting with Fire Marshal duties

Assisting with the supervision of visiting contractors as required

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

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, DFO or Clerk of Works

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

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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 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.

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