



## Assistant Caretaker

Full-time

# Application Pack





## Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1500 students drawing students from more than 60 different schools. Our very successful strategic focus has, for many years, been to create the very best environment for high quality of teaching and learning alongside the widest range of enrichment activities enhancing the cultural capital of our students. Alongside this we place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey but we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We have benefited hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 which enhances our estate even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, possibly the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

Brett Freeman  
Principal



# The Role

This is an exciting opportunity to join our team and work closely with the Head Caretaker on day-to-day operations. The Assistant Caretaker will be expected to carry out a full range of maintenance tasks and caretaking on the College site, which vary from day-to-day. Candidates should have a strong awareness of health & safety, and there is potential for development within this area. We are looking for an exceptional candidate for this key role in the College who, as well as having good maintenance skills, should have excellent communication skills and the ability to build a rapport with both students and staff.

The successful candidate will be joining a pro-active, hands-on team who work together to ensure the smooth running of the College site. The team currently consists of a Head Caretaker who line manages the site team, of 3 others, on a day-to-day basis. This will be an additional role to support the growth of student numbers at the College.

We expect high performance from all our staff and are looking for an impressive individual who is flexible, has a can-do attitude and can add to the hands-on skillset of the current team. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

**Start Date:** As soon as possible

**Hours:** 37.5 hours per week, full-time (52 weeks per year), plus half an hour unpaid lunch break  
Working day will be 8am to 5pm (with a one-hour lunch break and 2 x 15 min breaks)

**Salary:** £26,498 to £28,149 per annum, inclusive of fringe allowance, depending on experience

**Holidays:** 22 days' holiday, plus 2 additional statutory days per year

## Job Description

**Post Title:** Assistant Caretaker

**Responsible To:** Head Caretaker

**Job Purpose:** To assist the Head Caretaker with the day-to-day operational estate management of the College estate to a high standard to enable the provision of quality education.

### Job Responsibilities

#### 1. MAINTENANCE

- To assist with handypersons duties as directed by the Head Caretaker, for example:
  - Decoration
  - Joinery
  - Carpet tiling – laying or refurbishing
  - Plumbing - un-blocking sinks, toilets, waste pipes, adjustment of taps.
  - General DIY tasks and repairs
- To assist with the management of the heating, ventilation and air conditioning systems including controls and adjustments to achieve required temperatures and maintenance
- To assist with routine maintenance tasks issued by the Head Caretaker for example changing bulbs and fuses, minor repairs.



*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.*

- To assist with keeping the College estate safe, clean and tidy, including cleaning of external areas (litter clearance, emptying bins, leaf sweeping), car parking, signage, white-lining, trees, gates, fencing, drains, roadways, footpaths and snow clearance/gritting
- To assist with 'Goods Inwards' ensuring safe access and unloading, checking and signing for goods delivered and maintaining security until in possession of appropriate person.
- To assist with the movement of furniture and equipment around the College as required for pre-planned events, including exams set up. Lifting is often required.

## 2. OTHER

- To assist with capturing data and CCTV images of security and car park incidents.
- To assist with security and car parking duties for events such as Open Evenings and Parents Evenings and other college events.
- To take part in the first aider duty rota (training will be given if not already qualified to be a first aider at work) responding to first aid requests when on rota.
- To encourage positive student behaviour on the College site.
- To keep yourself safe i.e. using personnel protective equipment as required and any other safety equipment issued, whilst on duty
- To undertake any other reasonable duties delegated by the Head Caretaker
- To act at all times in accordance with the College's Equality & Diversity policies.
- To act at all times in accordance with the College's Safeguarding Policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding team.
- To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the College.
- To take part in the training programmes provided by the College and agree to the process of professional reviews.
- To undertake any other particular duties, which may be reasonably assigned to you by the Principal, from time to time.



# Person Specification

Category	Requirement	Essential	Desirable
Experience	<b>Working in a school, College or similar environment</b>	✓	
	Awareness of Health and Safety issues	✓	
	<b>Knowledge of CCTV, Fire Alarm and Intruder Alarm systems</b>	✓	
	<b>Building maintenance work</b>		✓
Education, Training & Work Qualifications	<b>Appropriate professional or 'trade' qualification</b>		✓
	First Aid qualification		✓
	<b>Hold a full valid driving licence</b>		✓
Skills	<b>A good affinity with young people in the 16-19 age range and an appreciation of the challenges and behaviour that may be associated with them</b>	✓	
	<b>Excellent interpersonal skills and be able to communicate effectively with staff, students, parents, visitors, contractors and anyone else whom they may have contact with</b>	✓	
	<b>Be able to work unsupervised</b>	✓	
	Ability to use Microsoft Office applications, including Word and Excel	✓	
Personal Characteristics	Project a professional image	✓	
	Enjoy working as part of a team, be adaptable and supportive of colleagues	✓	
	<b>Positive 'can do' attitude</b>	✓	
	<b>Reliable and punctual</b>	✓	
	<b>Committed to achieving high standards of work</b>	✓	
	<b>Physical ability to carry out manual handling tasks</b>	✓	
	<b>Live within a reasonable distance of the College so able to respond to out of hours emergencies</b>		✓



# Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our recent Ofsted inspection in October 2022, Ofsted stated that:

*“Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family.”*

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
- ✓ 99% agreed that leaders are considerate of staff wellbeing.

- A positive approach to staff development; including regular cross-College sharing best practice sessions
- Regular whole-College communication including weekly staff briefings
- Regular departmental meetings to ensure support and share departmental best practice
- Excellent student behaviour and productive working relationships with the Student Union
- Excellent links with local schools, businesses and universities
- Welcoming, friendly and approachable community, a harmonious working atmosphere

## S7 Consortium:

- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium: [S7 Professional Development Video](#)

## Benefits include:

- Pension: eligible employees will be automatically enrolled in the Teacher’s Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Free on-site parking, including EV charging points
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas lunch, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch), run club
- Staff clubs/support groups: book club; menopause group; group for parents/carers of children with mental health concerns; carers for elderly parents
- Access to prayer/multi faith room
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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# Application & Selection

Application forms are available to download from our website: [www.woking.ac.uk/about/staff-vacancies/](https://www.woking.ac.uk/about/staff-vacancies/) Please note that CVs will not be accepted on their own.

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): [recruitment@woking.ac.uk](mailto:recruitment@woking.ac.uk)

**Closing date:** 9am, Friday 26 July 2024

**Interviews:** To be held shortly after the closing date. However, please note that applications may be considered upon receipt, and interviews arranged accordingly, early applications are therefore advised.

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change:

- Guided tour of the College
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Informal meet with department members
- Role-related task

The College encourages all candidates to be familiar with the following documents:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2023
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

The documents listed above are available from the College's Staff Vacancies page, please use this link to access them <https://www.woking.ac.uk/about/staff-vacancies/>

