

join us

Senior Caretaker

Closing date: midday Tuesday 16th July





Headteacher's welcome

Thank you for your interest in Archer Academy. This pack is intended to give you information about this exciting role and our school's vision and ethos. Further information is available on our website and I would also encourage you to explore the school's social media channels.

As Headteacher one of my greatest responsibilities and priorities is the recruitment and development of staff. At Archer Academy, we want to go beyond our Ofsted outstanding rating and to do that, of course, we need an exceptional, fulfilled staff team. I ask a lot from my staff, but in return I promise extensive support and development opportunities, and the space and freedom to extend your skills which would be hard to find elsewhere.

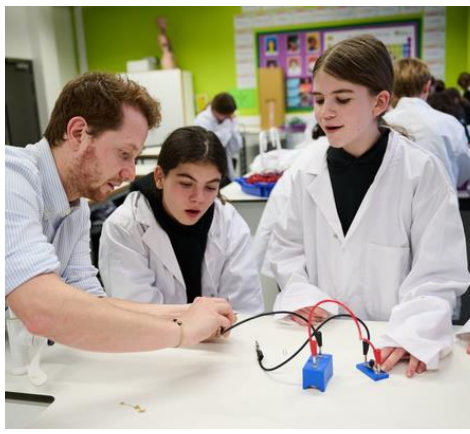
Our vision for Archer Academy is rooted in our desire to provide an outstanding, inclusive and aspirational education for our students that will prepare them for adult life. We are consistently placed in the top 10% of schools nationally and were graded outstanding in all areas by Ofsted in 2019.

Archer Academy is a popular, co-educational school and is significantly over-subscribed with applications each year. We are a year 7 - 11 school and have a strong 6th form partnership with Woodhouse College. We offer exceptional opportunities for staff and students.

This is undoubtedly an exciting time to join Archer Academy. We very much look forward to hearing from you and thank you for your interest in our school.

A handwritten signature in black ink, appearing to read 'Lucy Harrison'.

Lucy Harrison
Headteacher



WHY JOIN OUR SCHOOL?

1

High aspirations for staff and students
Our school is a place where every member of the community is supported and challenged to do their best. We have created a can-do culture in which staff are encouraged to be creative, try new ideas, and take a few risks, with the safety net of a supportive SLT. And we encourage students to be brave, get stuck in, and lean into every opportunity we offer. We help everyone open doors for the future – whilst making sure they enjoy the here and now.



Working with the Head is an absolute joy. She listens and is receptive to ideas. And it's clear that the SLT's goal is not just that students achieve their very best, but staff as well.

Director of Maths

2

Extensive CPD opportunities

The value we place on our staff means we prioritise their personal and professional development. We offer a wide-ranging CPD programme, including partnerships with external organisations and a clear internal mentoring process, led by a designated member of SLT. We love it when our staff stay and grow with us, while also celebrating with them when they find new opportunities elsewhere.



Community is a big thing here, and a lot of time is taken to discuss how to improve the experience of staff members and make it a lovely place to work. We feel the impact all the time.

Director of Social Sciences and Personal Development



3

A strong focus on staff wellbeing

Our school is a happy community, and that doesn't happen by accident; we work hard to make it, and keep it, that way. Our Wellbeing Committee meets regularly to explore ways to make life better for us all, and our wellbeing offer includes sabbatical opportunities, free weeks and a specialist staff wellbeing platform. We are also open to flexible working, with a number of part-time staff, and are continuing to evolve the flexibility we can offer.

4

A supportive environment and culture

Our campus school set-up has allowed us to create two distinct atmospheres that match our students' life stages. Lower School is home to years 7, 8 and 9, allowing our younger students to find their feet in a caring, supportive and creative space. Upper School has a more college-like atmosphere, with a greater focus on scholarship and individual study, and more adult-to-adult relationships between staff and students.

5

A rich, imaginative curriculum with excellent outcomes

We have designed a curriculum that blends subject specialism with the richness of wider learning and skills, and offers the chance to explore knowledge and skills that go beyond the national curriculum. We are fiercely proud of the achievements of our non-selective students, which place us consistently in the top 10% of schools nationally. They are a testament to both the environment we have created and the professionalism and determination of our staff team.



Leadership is exceptional. The headteacher's clear, unwavering vision focuses on supporting pupils' high achievement across the curriculum. Leaders at all levels are very skilled.

Ofsted 2019



WHY YOU SHOULD CHOOSE ARCHER ACADEMY

Archer Academy puts staff wellbeing at the heart of school life. Ensuring all staff members are equipped with the conditions to thrive personally and professionally lies at the centre of our school. Because our staff are well supported, students are able to achieve the very best, make excellent progress, and enjoy a plethora of experiences and opportunities throughout their journey at our school.



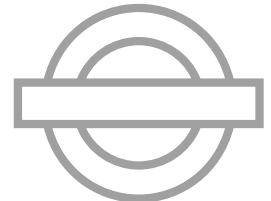
CPD PACKAGE FOR LEADERSHIP AND PROGRESSION



PENSION SCHEME



WELLBEING COMMITTEE



EAST FINCHLEY TUBE, FREE PARKING AND CYCLE SCHEME



STUDENT PLACES FOR CHILDREN OF STAFF



EMPLOYEE ASSISTANCE PROGRAMME



ADDITIONAL LEAVE/ SABBATICAL PROGRAMME



FRESHLY COOKED MEALS AND SNACKS DAILY

[FULL DETAILS OF STAFF WELLBEING POLICY AVAILABLE ON WEBSITE](#)

The quality of teaching is routinely strong. This, combined with an effective curriculum and pupils' excellent attitudes to learning helps pupils to succeed. Teaching is characterised by a strong focus on academic content. Teachers plan lessons that stretch pupils' understanding.



Ofsted,
2019

PURPOSE

- To assist the Operations Manager in their day to day responsibility for maintenance of the whole school site in order to provide a safe, secure and healthy environment for students, staff, parents, visitors and other users. To support the smooth running of the Archer Academy by carrying out a range of caretaking duties. These will include the security and supervision of the site and related equipment, portorage, cleaning and maintenance
- To ensure the school complies with all current legislation relating to site safety and management.
- To promote and participate in achieving the most efficient and economic use of the school premises, facilities, plant, equipment and materials.
- To understand Health and Safety Policies and ensure that all duties are carried out with due diligence to health and safety procedures.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

JOB DESCRIPTION
Senior Caretaker

LINE MANAGER
Premises Manager

SALARY SCALE
Scale Range 6-9
Actual Salary £19054-£19929

CONTRACT STATUS
25 hours per week, 52 weeks
per year

START DATE
SEPTEMBER 2024



PRINCIPLE RESPONSIBILITIES

Security

- To ensure that the buildings and site are left in a secure situation, which includes locking/unlocking of school gates and external and internal doors and closing windows.
- As key-holder, be responsible for attending the site/premises in emergencies, taking appropriate action in the case of break-in, theft, fire, flood and any other emergency.
- To alert the Operations Manager of any risk to a breach of security.
- To ensure that keys and access cards are issued to authorised people.

Health and Safety

- To liaise with the Health and Safety Adviser, local police and fire brigade on all aspects of site security and fire safety, informing the Operations Manager of any premises-related health and safety issue requiring attention.
- To check the site for hazards, damages and intruders.
- Deal with the results of vandalism, advising the Operations Manager of any necessary preventative measures or repair work.
- In conjunction with the Operations Manager, to assist contractors as appropriate.
- To ensure the safe and efficient operation of all mechanical, electrical and heating services on the site including, where appropriate, lifts.
- To report to the Operations Manager any need for repair work or alteration to electrical systems as appropriate.
- At all times to carry out duties in accordance with school-based policies and Health and Safety procedures.

Cleaning Duties

- To undertake any ad-hoc cleaning tasks as required, for example toilets or cleaning of desks.
- To keep the Operations Manager informed if cleaning standards have not been achieved by the school's cleaning contractor
- To liaise with the caretakers regarding stock levels of cleaning materials and reorder when necessary
- To re-stock towels, soap and toilet paper.
- To be responsible for the removal of simple toilet blockages.
- Clean floors and/or furnishings after any sickness or spillages have occurred during the post holder's working hours.

Portering

- To ensure an efficient service, including receipt, transporting and storage of goods that have been delivered to the sites with regard of health and safety guidelines on manual handling.
- To undertake the movement of furniture and equipment on a regular basis, to set up the halls, classrooms and grounds for specific needs such as assemblies and parent meetings.
- To manage moving items between sites.

Lettings

- To prepare the school premises for out of school lettings, ensuring that the school is providing a safe environment.
- Handover to the lettings company making them aware of anything that may have an impact on the users of the facilities.

Site maintenance

- To undertake grounds maintenance tasks.
- To ensure that playgrounds, paths and driveways are kept clean, free of litter and obstacles and are swept regularly
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations;
- Undertake salting and snow and ice clearing.
- To manage the recycling and refuse collections and to regularly empty and dispose of rubbish from external bins.
- To assist the Operations Manager in developing a planned maintenance programme for the site
- To undertake minor repairs and redecoration, as required, in accordance with agreed guidelines, using appropriate tools and equipment.
- To keep under review, all aspects of repairs and maintenance of the site and to advise the Operations Manager on the need for minor and major repairs and maintenance.
- In the case of non-structural repairs and maintenance which cannot be undertaken personally, to obtain estimates, evaluate these and recommend the best option for approval by the Operations Manager.
- To deal with service contracts e.g. pest control in order to ensure that work is signed off only when it has been completed in full and to a satisfactory standard, advising the Operations Manager of any error or omission.

- **Other**
- To maintain all logs and appropriate records as directed by the Operations Manager.
- To lead on the premises help desk and allocate tasks between the premises team.
- To be able to plan own workload and those of the caretakers
- To support with off site visits that require use of the minibus
- To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
- Undertake training and development relevant to the post and in line with the school's developing profile.
- To participate in reciprocal skills transfer as part of the on-going development of a flexible team.
- Assist with the induction of new members of the Premises Team.
- Support Line Manager and colleagues as required, covering where necessary.
- Perform any other duties necessary to aid the growth and development of the post.
- The duties may be varied by the Headteacher, Director of Finance and Operations or Operations Manager to meet changed circumstances in a manner compatible with the post held.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Premises Manager.
- To comply with individual responsibilities regarding Health and Safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

SAFEGUARDING

The post-holder will:

- Adhere to the requirements outlined in the current KCSIE
- Attend and complete all required training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

ALL MEMBERS OF ARCHER ACADEMY STAFF ARE EXPECTED TO

- Actively contribute to the wider life of the school.
- Undertake professional development as agreed with school leaders.
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headteacher.
- Attend the school's annual Open Evening.
- Be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate.
- Contribute to the overall ethos and aims of the school.

PEOPLE, RELATIONSHIPS & COMMUNICATION

- Be committed to maintaining the distinctive and inclusive ethos of the Academy
- Be able to relate to all students in a positive and constructive way and inspire them to achieve more than they think possible
- Have qualities which earn the trust and respect of students, staff, parents, governors and the wider community
- Possess integrity, optimism, credibility, resilience and calmness
- Possess excellent written and verbal communication skills
- Have the ability to relate positively to parents and other stakeholders and engage them successfully in the life of the Academy
- Be able to build constructive working relationships with local schools and colleges, employers, the local community and the local authority
- Appreciate the balance between the academic, social and emotional development of young people, needed to create an outstanding school.

DIVERSITY & INCLUSION

Archer Academy is committed to promoting equality and diversity, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

SAFEGUARDING

The Archer Academy is committed to safeguarding all children. Candidates must be suitable to work with children and young people.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and a criminal record disclosure will be required prior to appointment- DBS/CRB check.

Members of the Panel have undergone Safer Recruitment training.



I love being part of the Archer community as I feel a sense of belonging. It is wonderful to be greeted with a smile every day. As teachers, we all have unique talents and skills that we are good at. I feel our work at Archer is meaningful and what we do makes a difference for others, this gives motivation for us to keep doing it even though there may be times when the going gets tough.

Miss Ashraf, art teacher



PERSON SPECIFICATION

Experience	Essential	Desirable
Basic qualifications in plumbing, electrical, carpentry, plastering, decorating or other relevant building trade.		√
One years experience of working alongside a relevant tradesperson, or as a member of a school's caretaking team.		√
Experience and abilities	Essential	Desirable
Ability to work as part of a team and to form good relationships with other colleagues in the premises team, teaching staff, students and the wider community.	√	
Ability to carry out repairs and security duties as identified in job description.	√	
Ability to maintain confidentiality over matters relating to the school, students, staff and parents.	√	
Ability to work with minimal supervision and to deadlines and to be able to plan own workload.	√	
To be able to communicate effectively both orally and in writing but candidates with learning difficulties will be considered and given support.	√	
Understanding of how Health and Safety regulations apply to the school.	√	
Ability to drive, and willingness to drive the school's minibus.		√
Physically able to undertake lifting, movement of furniture and resources using the appropriate equipment.	√	
Willing to work within core hours of 7am to 6pm on a shift basis shared with other members of the premises team. Extra hours, including occasional weekend working, will be paid.	√	
Willingness to work at either of the school's sites and occasional lone working.	√	
Strong ICT skills		√

HOW TO APPLY

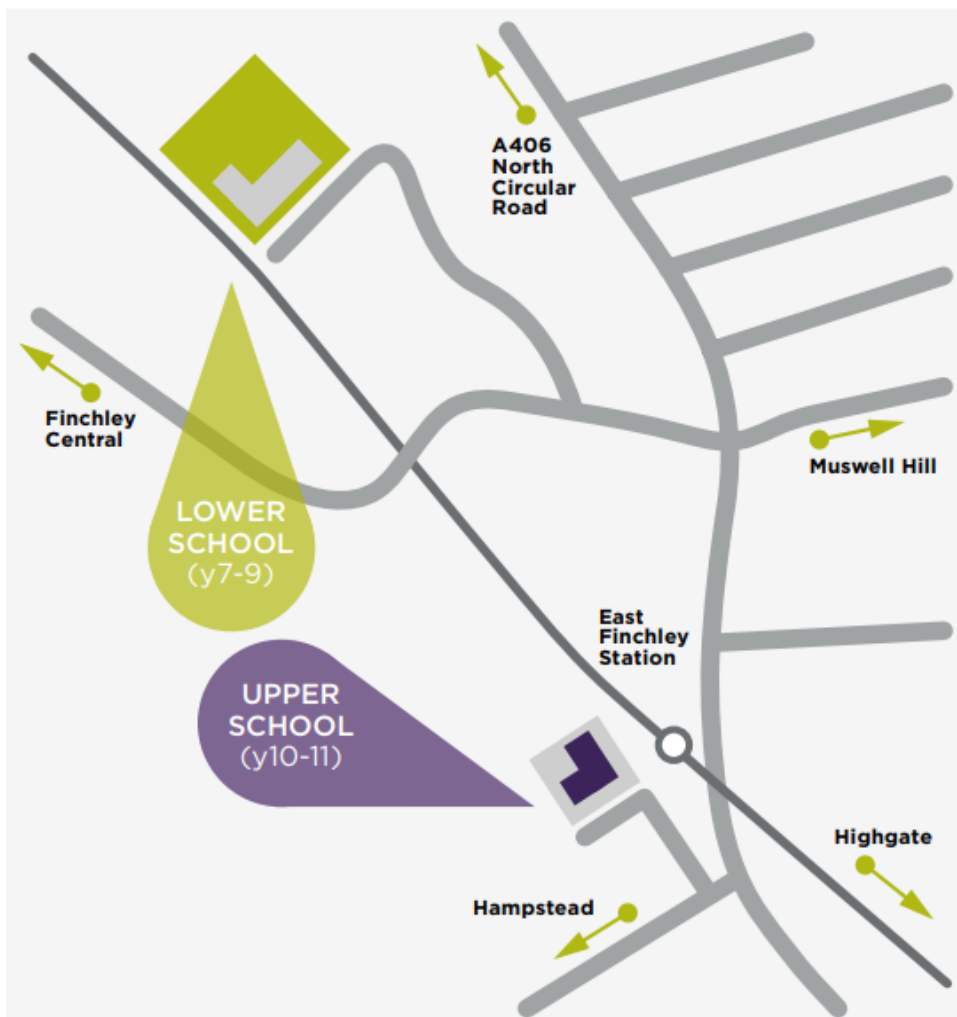
If, after reading the enclosed information, you would like to apply, please complete the application form which can be found at www.thearcheracademy.org.uk within the Join us tab.

Please submit your application by email to Ellie Yates, HR Administrator and do not hesitate to contact Ellie on 020 8365 4110 ext 727 with any questions. Email: recruitment@thearcheracademy.org.uk



We were particularly struck by very well-behaved students who barely gave us even a cursory glance, so engrossed were they in their literature books.

Good Schools' Guide



Lower School (y7-9)
Eagans Close
London
N2 8GA

Upper School (y10-11)
3 Beaumont Close
The Bishops Avenue
London
N2 0GA