

APPOINTMENT OF A

SCHOOL CARETAKER (WEEKENDS)

Hours 6:00am - 3:00pm or 2:00pm - 10:00pm
TO START AS SOON AS POSSIBILE



HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for over 460 years.

We are a lively, friendly and caring School community, in which innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it. Hamptonians are expected to aspire to personal best while supporting those around them with kindness and respect.

The School's examination results and university entrance record consistently rank among the best achieved anywhere. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. Around 20 Hamptonians are offered places at Oxford and Cambridge annually and a significant number move on to global top 10 universities; we also support pupils who wish to study at universities in North America, some of whom secure academic and/or sporting scholarships.

Our alumni network is extremely strong and former pupils remain very committed indeed to their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and their pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life.

These include a state-of-the-art 3G sportsground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages and a superb Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned Boat Club.

The School was judged to be excellent (the highest possible recognition) across all categories by the Independent Schools Inspectorate (ISI) in May 2023. Inspectors found that Hamptonians' achievements are exceptional across academic and co-curricular areas of School life and concluded that 'outstanding analytical and thinking skills' lead to academic achievements 'far and above national and worldwide averages'. The ISI team also highlighted Hamptonians' excellent personal development and concluded that 'Pupils are open-minded and tolerant and have a clear sense of justice, successfully fulfilling the school's aims for them to make sense of the world, to want to make a difference for good, and to aspire to personal best while supporting those around them with kindness and respect'. A copy of the full ISI report can be found on the School website and a summary booklet of the inspection team's key findings is linked here.



Hampton is one of the country's foremost academically selective independent schools and this is an excellent opportunity to join a vibrant and successful team in a happy, high-achieving environment.

We are seeking a part time Caretaker, known as a Keeper at Hampton School, to join our friendly and professional team as soon as possible to work weekends. Well paid and with a range of excellent benefits, this is a unique opportunity to work in an active and rewarding role in a supportive environment.

Hampton's School Keepers are integral to the smooth running of our busy school. Situated at the heart of the school building, they are responsible for a range of duties and responsibilities across the Hampton Trust site that support day-to-day operations and the security of our schools.

The Weekend Keeper will be responsible for providing caretaking services for Hampton School although there may be occasions when they are required to work at one of the School's other sites.

The role will include general caretaking duties, providing logistical support for the events taking place as well as general security, health and safety and emergency response works. Responsibilities will include all site-related matters on Saturdays and/or Sundays, including unlocking and locking buildings, liaising with hirers, carrying out caretaking tasks, and completing compliance checks.

The successful candidate will be a friendly team player who gets on well with people and can adapt well to a dynamic and busy school environment.

Hours
Cover is required from 6:00am to 10:00pm. The role is split between two shifts: the early shift from 6:00am to 3:00pm and the late shift from 2:00pm to 10:00pm. We would expect two employees to alternate shifts on a bi-weekly basis; however, there is flexibility with this arrangement. There is also the opportunity to work Saturday, Sunday or both days.

Occasionally, Keepers are required to work additional hours to accommodate late event finishes. Additional hours will be agreed in advance, wherever possible. There will also be opportunities to work extra hours to cover staff absences, holidays or specific events.

This is a full, year round position.

Salary: £30,480 – £32,175 pro-rata commensurate with years' experience and qualifications and por-rated to reflect the weekend working. Your annual leave entitlement is 26 working days per academic year (holiday year runs from 1 September to 31 August) plus Founders Day and Bank Holidays. Generous benefits include: free lunch, death-in-service benefit, a Medicash healthcare cash plan; Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, sports facilities and counselling.

Please note that the above list is not exhaustive and non-contractual benefits are provided at the discretion of the Governors.



KEY RESPONSIBILITIES

- Manage the site on a Saturday and/or Sunday, working with staff, hirers and contractors as required
- Act as a keyholder and activate and de-activate the School alarm systems
- Carry out routine and ad-hoc maintenance and caretaking tasks as directed by the Estates Manager or his deputies
- Carry out minibus checks as required
- To be available during the course of the lettings and events to:
  - Give assistance to the hirer and Events Co-ordinator, relative to the facilities hired.
  - Ensure the functions are properly conducted in accordance with the Lettings Agreement and the behaviour of the hirer is not detrimental to the site or facilities
  - Carry out any necessary cleaning and tidying of areas within the letting/event agreement
- In consultation with the Estates Manager, make sure any furniture set ups are completed ahead of Monday morning
- Complete compliance checks as agreed by the Estates Manager or their deputies
- Provide logistical support to the School's weekend activity programme
- Liaise with the emergency services including calling out if required.

Other Duties

- Drive School vehicles when necessary
- Carry out basic visual checks on all School vehicles
- Liaison with School Suppliers for deliveries
- Liaison with management and colleagues within the School as well as parents and the wider School community
- Maintain awareness of all School stopcocks and gas and electricity meters
- Provide support to cleaning staff with designated tasks
- Ensure all duties are performed in accordance with Health and Safety regulations and the School's Health and Safety Policy
- Undertake training and development as required
- Carry out any other reasonable duties as requested by The Headmaster and/or Bursar in connection with the above role.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops.

The Keeper is line-managed on a daily basis by the Estates Manager, who reports to the Deputy Bursar and then the Bursar.



PERSON SPECIFICATION

The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience

- A commitment to the paramount importance of safeguarding and wellbeing of pupils
- A customer focused approach and attention to detail are essential combined with a willingness to go the extra mile and a ‘can do’ approach
- Capable of working positively under pressure with a flexible outlook that supports the rest of the team
- A smart appearance, friendly/polite demeanour and good communication skills
- Be flexible and adaptable in order to meet the ever-changing needs and priorities
- The ability and willingness to learn new skills
- A willingness to assist and deal confidently with staff, pupils and visitors to the school
- Excellent administrative skills
- Be organised and methodical in your approach, cheerful, well-presented, work co-operatively within the team and be prepared to assist with whatever appropriate tasks as directed
- Possess good interpersonal skills, be a team player and have the ability to learn quickly and integrate into a busy School
- Competent IT skills to be able to complete mandatory safeguarding and Health and Safety courses online
- Knowledge of Health and Safety working practices or a willingness to learn
- Mental and physical capability and level of fitness to undertake repetitive heavy lifting and moving within the Health and Safety guidelines of the school
- Clean UK Driving Licence.

Training

- Where necessary, to undergo on the job training under the general direction of your line Manager and/or Bursar to increase competence, proficiency and safety awareness
- To attend training outside the school where appropriate to increase competence, proficiency and safety awareness.



EQUAL OPPORTUNITIES

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements or access arrangements are required to attend an interview, please inform the School.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures 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 s/he must report any concerns to the School's Safeguarding Designated Persons or to The Headmaster

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Further details of the School are available on the website.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

For an informal discussion about the role and requirements, please contact Human Resources via **recruitment@hamptonschool.org.uk** or call **020 8979 5526**.

Hampton School, Hanworth Road, Hampton, Middlesex, TW12 3HD

www.hamptonschool.org.uk