



Sawston Village College
New Road, Sawston, Cambridge, CB22 3BP
Tel: 01223 712777 www.sawstonvc.org
11-16 mixed comprehensive academy, NOR: 1138
Principal: Mr J P Russell

Required as soon as possible

CARETAKER

**Scale 3 £21,399-£21,827 including contractual overtime
37 hours a week, 52 weeks a year plus 1 in 4 weekends**

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for high standards in teaching and learning, outstanding pupil behaviour and inclusive, caring values. We are listed as the sixth best school without a sixth form in the UK (The Sunday Times, 2020). A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to work.

A key factor in our success is ensuring we have a teaching and learning environment that inspires our young people and is a safe and welcoming place for all. Our site team works hard to maintain the College to a high standard and to respond to requests from teachers and support staff. We are now seeking to appoint a Caretaker. As well as having relevant practical skills and experience, the ideal candidate will be a reliable and proactive team player with good communication skills, willing to go the extra mile to support the school community.

To find out more about the role, please download an application form and information pack from our website at www.sawstonvc.org. Applications must be submitted on the College's application form. CVs will not be accepted.

Closing date: Monday 27 June 2022 at 9.00 am

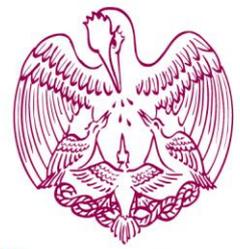
Interviews: Monday 4 July 2022

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and staff in regulated activity will be subject to an Enhanced DBS Check and a barred list check. Certificates of Good Conduct and other checks may be requested if applicable. This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR and Recruitment can be found at www.anglianlearning.org.

We welcome applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation. Flexible Working will be considered.



June 2022



Sawston
Village College

Principal: Mr J P Russell

Dear Applicant

Caretaker

Thank you very much for your interest in the above position. We sincerely hope that the information below and enclosed within this application pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming and highly successful school, one in which all staff are valued and all contribute to our strong caring ethos. Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive. Like all schools, we have risen to the challenges of Covid-19 and still take a cautious approach although we look forward to this year without bubbles and other restrictions. We take the health, safety and wellbeing of our staff and pupils extremely seriously. Throughout the pandemic, we have enabled all of our pupils to access the full curriculum and to be inspired by high quality teaching and learning within the restraints of what is possible.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus, a few miles south of the culturally iconic and aspirational city of Cambridge. It was the first purpose-built Village College in England and we are proud of the fact that it is still heralded as a model for community education and remains true to Henry Morris' founding principles. Under normal circumstances, we have over 1000 members of the local community visiting each week to participate in learning, sporting or leisure activities. We are also proud to be a founding member of the Anglian Learning Trust, a family of like-minded schools serving over 5500 pupils from ages 3-19 in this region. The Trust affords us opportunities to learn from each other, prosper from outstanding leadership development and build strong professional networks to achieve ambitious objectives.

Our focus is the achievement and wellbeing of our 1138 pupils within a school culture based on community, ambition, respect and endeavour. In 2019, the College achieved significantly above national averages at all levels including 62% gaining grade 5+ in English and Maths, 39% at grade 7 or above across all subjects and a progress score of +0.6. We are in the highest quintile for all measures. This success has continued in 2020 and 2021 with the overwhelming majority of our pupils securing their preferred post-16 pathway having achieved grades significantly well above average. Academic success, of course, is only one measure and, as an Artsmark accredited school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and hope for the future. Our code of conduct demands that our pupils also understand and appreciate the need for kindness, humility, politeness and good grace.



This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and staff well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have very high expectations and set exacting standards enabling staff and pupil to feel safe and happy. We provide outstanding pastoral care of our young people. Each pupil is a member of a vertical tutor group and a House. Non-teaching pastoral leads work very closely with our inclusion team, safeguarding team and SLT, to ensure that all pupils are known, valued, cared for and encouraged to do and be the best they can. We pride ourselves on the professionalism of our staff and our commitment to ethical leadership; as role models for the young, how we behave as leaders is as important as what we do.

A key factor in our success is making sure we have a teaching and learning environment that inspires our young people and is a safe and welcoming place for all. Our site team works hard to maintain the College to a high standard and to respond to requests from teachers and support staff. We are now seeking to appoint a Caretaker. As well as having relevant practical skills and experience, the ideal candidate will be a reliable and proactive team player with good communication skills, willing to go the extra mile to support the school community.

If you wish to apply, then we would be delighted to hear from you. To apply, you must complete our support staff application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than one page of A4. Please pay particular attention to the job description and person specification in writing your letter, focussing on how your past experience has suited you for this post and the skills and qualities you would bring to it. CVs will not be accepted.

Your application should reach the College Monday 27 June 2022 at 9.00 am. Please see the application instructions section of this pack for full details. Interviews for shortlisted candidates will take place on Monday 4 July 2022. If you have not heard from us three weeks after the closing date, you should assume your application has not been successful.

As you would expect, the College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal convictions form;
- details of any child protection investigation that you may have been subject to;
- notification of any relationship with any pupil, employee, governor or trustee;
- evidence of your right to work in the UK;
- confirmation that, if appointed, you will provide documentation to allow a DBS check to be undertaken;
- original qualifications certificates, and
- a signed and dated hard copy of your application form and covering letter.

Full details of the documents required will be sent with your invitation to interview.

Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. During these turbulent times, we are keen to recruit people with resilience, adaptability and optimism for a better future. Above all, we are looking for staff who take pride in their work, enjoy the company of children and can harness the power of education to transform lives and inspire our future generation.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Russell', written in a cursive style.

Mr J Russell
Principal

Job Description Caretaker



Sawston
Village College

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment.

Site	Sawston Village College
Grade	Scale 3
Hours of work	37 hours per week, 52 weeks per year plus 1 in 4 weekends Early shift: Monday to Thursday 5.30 am to 1.30 pm Friday 5.30 am to 1.00 pm Daytime shift: Monday to Thursday 8.00 am to 4.00 pm Friday 8.00 am to 3.30 pm Late shift: Monday to Thursday 2.00 pm to 10.00 pm Friday 2.00 pm to 9.30 pm

With a 30-minute unpaid break on each shift

*Shift times are subject to change and to be confirmed at interview

Responsible to Premises Manager

Job purpose To provide general caretaking duties involving security, portorage, cleaning and maintenance tasks to support the smooth running of the College site

Key responsibilities

- General security of premises, including locking/unlocking of buildings and rooms and maintenance of fire and safety equipment
- Supervision of contractors and general public on the College site; to include requesting unauthorised users to leave the site and providing access to the buildings and grounds at all reasonable times for authorised persons
- Portorage, including moving furniture and general goods and equipment
- Cleaning tasks, including collection of litter and refuse
- Minor buildings maintenance tasks as necessary
- Supervision of cleaning staff as appropriate
- Weekend lettings duties on a rota basis
- To work in line with Health and Safety procedures and to report any unsafe conditions
- To attend training events and meetings as required

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through the appraisal process.

Person Specification Caretaker



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Village College

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Education and Qualifications	Essential	Desirable
Educated to GCSE Level with a good standard of literacy and numeracy	✓	
GCSE grade C+/4+ or equivalent in English and Maths		✓
Trade qualifications, e.g. electrical, carpentry, heating, plumbing		✓
MIDAS trained with D1 on driving licence to enable minibus to be driven		✓
First Aid qualification		✓

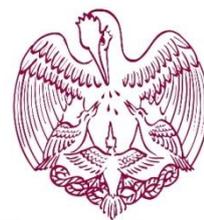
Experience	Essential	Desirable
Experience of working in a similar role within a school or similar setting		✓
Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by cleaning staff		✓
Experience of working with young people		✓

Skills and Knowledge	Essential	Desirable
Demonstrate knowledge of security and methodology for both building and grounds without risking the health and safety of the College community	✓	
Knowledge of relevant policies/codes of practice/ legislation relating to health and safety requirements within a school environment		✓
DIY skills to undertake day to day repairs and maintenance of College buildings	✓	
Skills in a trade such as electrician, carpenter, heating engineer, roofer, plumber		✓
Good understanding of electrical/heating installations		✓
Knowledge of PAT testing		✓
Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment	✓	

Professional Qualities	Essential	Desirable
Ability to work well with other colleagues	✓	
Ability to operate as part of a team or independently, as required	✓	
Ability to maintain confidentiality	✓	
Ability to use ICT	✓	
Flexibility in relation to duties carried out	✓	

Personal Qualities	Essential	Desirable
A commitment to safeguarding the welfare of children and vulnerable adults	✓	
Energy and enthusiasm	✓	
Resilience	✓	
Good sense of humour	✓	
Ability to remain calm in difficult situations	✓	
Excellent attendance and punctuality	✓	
A willingness to go the extra mile for the advantage of pupils, staff and community users of the College facilities	✓	
A liking and respect for young people	✓	
Appropriate professional relationship with colleagues and children	✓	

Application instructions and further information



Sawston
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How to apply

1. Complete the application form. This is available to download from the [vacancies](#) page on our website. CVs will not be accepted.
2. Write a letter of application to the Principal, Jonathan Russell, of no more than two sides of A4. See the Letter to Applicants in this pack for details of what to include in your letter.
3. Send your completed application form and letter to Lucy Tanner, HR Manager, to arrive no later than Monday 27 June 2022 at 9.00 am, via email or post.
 - Email: to jobs@sawstonvc.org and include the vacancy job title in the subject line. Attach your application form and letter as pdf's. Do not send hyperlinks or other file formats.
 - Post: to Sawston Village College, New Road, Sawston, Cambridge, CB22 3BP. Write the vacancy job title in the top left hand corner of the envelope.
4. References will normally be taken up for shortlisted candidates prior to the interview date. If you specifically indicate that you do not give consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.
5. Please read our privacy notice for job applicants and our recruitment and selection policy on our [vacancies](#) page.
6. If you have any queries about the application process please contact Lucy Tanner, HR Manager, at jobs@sawstonvc.org.

Staff Benefits

- Laptop provided to all teaching staff
- Access to free on-site parking
- Cycle to work salary sacrifice scheme
- Free membership of Anglian Learning Sports Centres
- 20% discount on Anglian Learning Adult Education courses
- Professional development scheme policy

Professional development

Sawston Village College is a member of the [Anglian Learning](#) multi academy trust and the [Anglian Gateway Teaching School](#).

Find us

Directions to the College can be found [here](#).

Ofsted

Read our most recent [Ofsted report](#).