



Downe House



CANDIDATE INFORMATION PACK – CARETAKER



## Message from the Headmistress

Thank you for the interest that you have shown in joining us at Downe House. I hope that this information pack will give you a good overview of the position and working at our School, but if you have any queries then please do contact us, we are more than happy to help. I would recommend that you also take a look at our website, where you will find a wealth of information about us.

Downe House is a very special place where we all work together with one common purpose of supporting our pupils to reach their full potential. There is a strong community spirit here, and all of our staff, whatever their role, play an important part in our success.

We seek to recruit the best staff at Downe House, and I could not be more proud of our committed team. We have high expectations, but in return we provide a supportive and friendly working environment, generous benefits, wide CPD opportunities and the chance to really make a difference.

I hope that you are interested in applying and we look forward to hearing from you.

With all good wishes



EMMA MCKENDRICK



## About the School

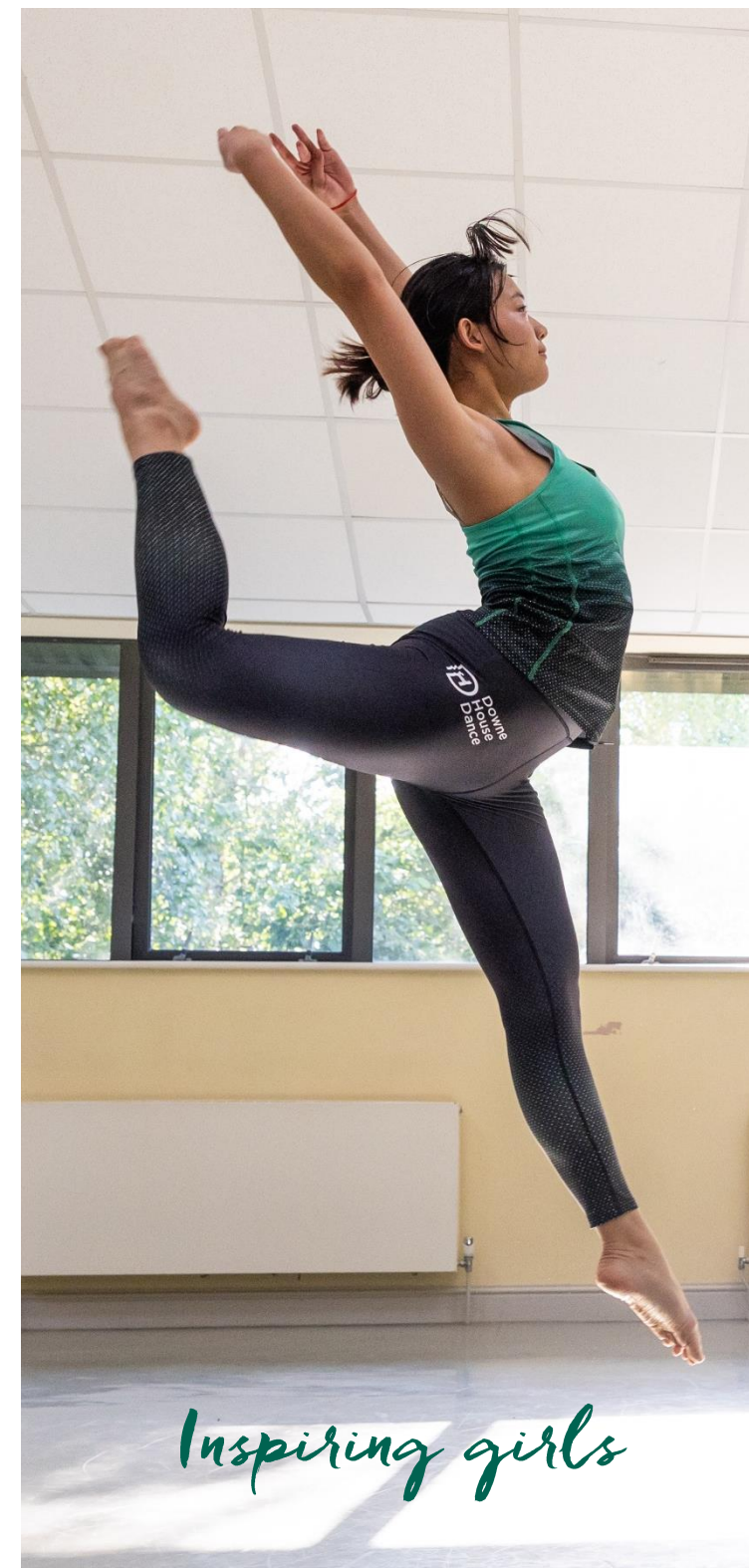
Downe House is one of the UK's leading boarding and day Schools for girls aged 11 to 18. With a charm and character of its own, the School is set on a beautiful 110-acre site in the village of Cold Ash, situated 3 miles from the market town of Newbury. The School is passionate about creating a strong learning and inspirational environment and community, where every individual matters.

Downe House was founded by Olive Willis in 1907, who held a strong belief that a school should meet the needs of young women by prizing the individual and creating a strong community. With over 550 pupils, Downe House lives out the message that "each individual matters", an ethos as strong today as it was over 100 years ago, alongside the core values of kindness and respect for others. The aim is also to prepare girls to play a full and positive role as citizens of a global community and to become outstanding women of the future.

Our immersive education gives girls the freedom and space to nurture their talents at their own pace. Inspirational teaching, enriching Co-Curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.

The School has an established reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our pupils and their parents, and girls have the choice of joining us as full boarders, flexi boarders or day pupils. Many of the girls are boarders and they live in one of the twelve on-site boarding houses. The emphasis is very much on creating a 'home from home' environment and each house is staffed by a committed and caring team of staff – some of whom are residential. Our ethos is to put families at the heart of our education, from creating the right balance between family time, to working closely with parents to ensure every girl gets the most out of School life.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide genuine opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in a global teacher exchange program, with our partner school in Australia. Selected pupils can also attend an international School for a short term or gain global internships for work experience. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international Schools in Oman and the Kingdom of Saudi Arabia as well as our pioneering online DH Academy.



*Inspiring girls*




## Working for us

If you join us, you will be working for one of the leading independent Schools in the country. We have a strong reputation both in the UK and overseas, with a significant international presence as well as global links. Under the leadership of the Headmistress and Leadership Team, we believe in never standing still and encourage everyone to be innovative and to have a forward-thinking approach.

We employ over 450 staff in a wide range of positions ranging from teachers, school nurses, housekeepers, matrons, administrators, accountants, and chefs to name just a few. Whatever your role you will be joining a supportive community, and you will have an important part to play in the success of our School. We encourage everyone to get involved in the life of the School, and there will be plenty of opportunities for joining in with School events and activities, and mixing with other colleagues.

In a School setting every day is different and there is no doubt that you will be kept busy, but all our jobs are rewarding and really do make a difference. We believe in supporting and valuing our staff.



“The School acknowledges the importance of nurturing its staff by providing regular CPD opportunities throughout each term, in areas as diverse as neurodiversity and the integration of technology into classrooms.”

# Employee benefits



## ANNUAL LEAVE

25 days + Christmas shutdown + Bank Holidays



## BEREAVEMENT SUPPORT

practical, probate & emotional support



## COMMUNITY & SOCIAL

regular social events for staff & family



## CPD

weekly opportunities for learning & development



## EMPLOYEE ASSISTANCE

confidential advice & counselling service



## EYE TEST

annual free eye test & contribution towards glasses for regular VDU users



## FLU VACCINATIONS

annual on-site free vaccinations



## EMPLOYEE REFERRAL

£300 for successful referrals to Operational roles



## FREE MEALS

daily nutritious & delicious meals



## FEE REMISSION

generous discounted fees



## GROUP INCOME PROTECTION

75% salary



## GYM

free access to on-site gym & discounts at local gyms



## HEALTH & WELLBEING

a range of health benefits i.e. Virtual GP & Online Physiotherapy



## LIFE INSURANCE

3 x salary



## LINE MANAGER SUPPORT

in-house workshops & Aspiring Middle Leaders programme



## LOCATION

well connected, within easy reach of A34 & M4



## PARKING

plenty of onsite parking



## PENSION

generous employer contributory schemes



## SWIMMING POOL

access to heated on-site swimming pool



## TECH

Microsoft showcase school using leading technologies



## WORKING ENVIRONMENT

beautiful semi-rural campus on 110-acre estate

# The Position

## Caretaker – Afternoons and Evenings

**Start Date:**  
Immediate

**Contract Type:**  
Permanent Contract

**Hours:**  
Full time position, Monday – Friday, all year. Shift pattern 1.30pm – 9pm

Part of this role will involve covering as relief Caretaker (for up to 25 days of the year), where you will be required work the shift pattern of the Residential Caretaker including on-call overnight shifts - we will provide onsite accommodation for you during these shifts.

**Salary:**  
£27,507 per annum

**Reporting To:**  
Head of Maintenance & Facilities

### JOB PURPOSE

- In conjunction with other members of the Estates Department, to ensure the wellbeing, safety and security of the school pupils, staff and premises.
- As part of the Caretaking staff, to provide round-the-clock site cover to the school. To assist with a wide range of maintenance tasks.

### DEPARTMENT OVERVIEW

As a leading independent boarding school, we take pride in everything that we do, including ensuring the safety and security of our pupils, staff and school premises.

We have a team of around 20 in our Estates Department in a range of roles such as Caretakers, Maintenance Operatives, and Groundskeepers. Our busy and committed team carries out the maintenance across our large estate and a range of facilities including classrooms, boarding houses, staff residential accommodation, sports facilities and indoor swimming pool.







## Main Duties & Responsibilities

### THE DOWNE HOUSE DNA

The Downe House DNA weaves the fabric that binds our community together as one. These qualities resonate within every Downe House pupil and staff member, epitomising the essence of the education we want to provide our pupils and the culture at Downe House.

- Compassion
- Collaboration
- Resilience
- Creativity
- Aspiration
- Communication
- Outward Looking
- Digital Ready

These are threads that run through everything we do whether you are a Downe House pupil or a member of staff.

- Carry out any minor works jobs as directed either by your line manager or as logged on the school IT system (Merlin).
- In the absence of merlin job sheets, to complete weekly tasks as directed by your line manager.
- To act as the out-of-hours security and emergency maintenance operative.
- Open and close the school as operationally required.
- During the course of the school 'lock up', to liaise with duty house staff to discuss/ resolve maintenance issues in the boarding houses.
- Ensure house maintenance day books are up to date.
- Carry out event set ups whilst on duty in anticipation of the following days' events.
- Carry out the operational testing of the swimming pool on a daily basis.
- Respond to emergency out-of-hours calls, ensuring pupil safety at all times, rectify or make safe the problem as necessary.
- To act as a School Fire Officer, attend and assume the lead in fire evacuations when appropriate.
- Carry out site security inspections out-of-hours, to include perimeter walks,
- Locking of all windows and doors and the drawing of blinds.
- To monitor the School's CCTV system and to act in the best interests of the school as necessary.
- To monitor the School's electronic door system and action any operational anomalies.
- Ensure that health and safety standards are maintained.
- Ensure a smooth and professional handover between shifts, ensuring that all paperwork, including job sheets are completed in a timely manner.
- Assist in the moving of furniture for moves and event set ups (both on and off-site) as directed by the Head of Maintenance and Facilities (HoMF).
- Assist with parking control for events as directed by the HoMF.
- Assist in trunking for pupils at the beginning and end of terms as directed by the HoMF.
- To be available in the event of an emergency to assist with the operation of the school.
- Drive company vehicles as directed by the HoMF.
- Assist with any other operational duties as directed by HoMF, to include but not limited to: changing of clocks, gritting when bad weather, rubbish collection, monthly emergency lighting test of non-residential buildings.



“I benefited hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the best possible route for each student, I concur that is true of their approach to their staff as well.”



Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.

## Person Specification

### ESSENTIAL

- Must hold a current driving licence.
- Demonstrate good general maintenance experience and knowledge of maintenance techniques.
- Experience in maintenance or caretaking environment e.g. schools, hotels.
- Must be able to cover for the residential Caretaker (up to 25 days a year).
- Physically fit enough to undertake duties within the job description (with suitable adjustment for disability as required).
- Ability to work as part of a team and communicate well with others.
- Ability to act calmly and professionally in a crisis.
- Ability to meet and promote health and safety requirements and guidelines.
- Ability to work unsupervised and on own initiative, quickly and calmly under pressure.
- Have a good eye for detail and take pride in the presentation of the school grounds and buildings.
- Commitment to safeguarding and promoting the welfare of children and young people.



## How to apply

### Application:

Download an application form from our website [Vacancies - Downe House School](#) It is important that all sections of the application form are completed accounting for any gaps in employment and providing full details of your education.

Return the completed Application Form, together with a covering letter and / CV if you wish, to [recruitment@downehouse.net](mailto:recruitment@downehouse.net).

If you require any further information, please contact the HR Department on 01635 204712.



*Inspiring girls*



Downe House

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[www.downehouse.net](http://www.downehouse.net)

