



FARNBOROUGH HILL
WHOLEHEARTEDLY

*from the Facilities Manager
Mrs Rachel Barraud*

CARETAKER

JOB DESCRIPTION

Background to the School

Farnborough Hill is an independent Catholic day school and a member of the Girls' Schools Association and Independent Schools' Association. It welcomes pupils and staff of all faiths and no faith, provided they are in sympathy with the ethos of the School. About one third of the 530 pupils are Catholics. A similar proportion of the staff are Catholic.

Located on the Hampshire/Surrey border, the School has excellent transport links, both by train and road being about a 10 minutes' walk from Farnborough Main station.

There is an annual intake of approximately 96 girls into Year 7 who are selected on the basis of academic ability and placed in four parallel classes of 24. There are approximately 80 students in our Sixth Form, nearly all of whom go on to University and Higher Education. The School offers Academic, Music, Art and Sports Scholarships at 11+ as well as many means-tested bursaries for families in need of financial assistance. Sixth Form Scholarships are awarded on the basis of open examination, as well as for excellence in Sport, the Performing Arts and the Creative Arts.

Farnborough Hill is committed to the education of the whole person. The School places great emphasis on the full personal growth of its pupils. It aims for academic excellence as well as ensuring that pupils play a full part in school life and have the opportunities to develop their co-curricular interests.

In 2024 our A level students once again achieved impressive results with an amazing 50% at A*/A and 80% A*-B. Our GCSE results were also excellent with 77% of grades awarded at 9-6.

The School's aim is to engage wholeheartedly in all activities, challenges and opportunities. This is achieved through our pastoral care and encouragement of each individual. This is a strength of Farnborough Hill and we see it as an essential part of our caring, Christian ethos. Parents greatly appreciate this and see it as an important ingredient when choosing to send their daughters here. Our most recent ISI inspection (March 2022) rated us excellent in all areas.

The School is housed in the historic home of the ex-Empress Eugenie of France to which much purpose-built school accommodation, such as the sports hall, swimming pool, Art and Design Technology Centre, modern laboratories, theatre, a music suite and hockey all-weather pitch have been added, with an inspiring new Sixth Form Centre which opened in September 2022. These facilities sit within approximately 65 acres of parkland making it a tranquil and inspiring place to work, alongside a forward-looking and ambitious Senior Leadership Team and governing body.

Farnborough Hill, Farnborough, Hampshire, GU14 8AT
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"EDUCATING THE WHOLE PERSON"
since 1889



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The post of Caretaker

Farnborough Hill is looking to recruit a Caretaker to join the team and support the Head Caretaker. We are looking for a team member who is enthusiastic in their work, and who is someone that takes pride in their work.

The applicant may have experience in the field or have an interest and be motivated to learn and progress.

Job Title:	Caretaker
Reporting to:	Head of Caretaking
Direct Reports:	None
Job Basis:	Permanent, all year round
Hours:	40 hours per week plus an unpaid 1-hour lunch break per day. Monday, Tuesday, Thursday and Friday 8.00 am to 5.00 pm Wednesday 11.00 am to 8.00 pm to cover the lock-up (this will change to 9.00 am to 6.00 pm during the holidays) These are the core hours, however, given the nature of the role you will be expected to work such hours as necessary to meet the needs of the role. Compensating time off or additional pay will be provided; as appropriate
Salary:	£24,502.40
Leave:	Five weeks plus statutory bank holidays
Other:	<ul style="list-style-type: none">• Training provided as required with an ongoing commitment to professional development• Corporate work wear and PPE provided• Pension Scheme: Auto-enrolment into the School's defined contribution pension scheme• Death in Service cover• On-site parking• Remission of fees for a daughter attending the school, in line with the current policy, subject to the usual standards and procedures for admission
Date Issued:	November 2024

JOB SPECIFICATION

- Prepare, set up and clear down rooms for a variety of school functions; from assemblies, to open afternoons and examinations
- To provide a waste collection service from internal and external bins and other designated areas
- General portering and the handling of deliveries
- Carry out minor repairs, maintenance and decorating to the internal and external buildings
- Carry out routine compliance checks; for example, weekly flushing, inspections of toilets and changing rooms
- Assisting with traffic control and parking arrangements



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- Ensure the locking of all buildings, together with the entrance and exit drive gates
- Act as cover for any of the school minibus routes
- Other duties as required from time-to-time supporting other staff, as defined by the Head of Caretaking, Facilities Manager or Bursar

PERSON SPECIFICATION

The successful candidate must have the following skills and attributes:

- Efficient, motivated, energetic, physically fit and able to work under their own initiative
- Able to communicate well with colleagues and staff
- Flexible and adaptable
- Self-motivated
- Good team player
- Honest and reliable
- Understands and supports the Christian ethos and values of the School

The following is essential:

- Full current UK driving licence without endorsements
- Enhanced DBS Clearance prior to start of appointment

The following is highly desirable:

- Good DIY skills
- Full current UK driving licence with DI (act as cover for the School transport)

All staff are expected to be in sympathy with and supportive of the ethos of the School as set out in our Mission Statement. They are expected to be committed to the safeguarding and promotion of the welfare of children and young people.

For further details of the school, please visit our website: www.farnborough-hill.org

All applicants will be subject to Enhanced DBS clearance. More information and an application form can be found on the School's website: www.farnborough-hill.org. Enquiries and completed application forms should be sent for the attention of Rachel Barraud, Facilities Manager, on facilitiesmanager@farnborough-hill.org

Please apply as soon as possible as applications will be considered upon receipt; we reserve the right to interview/appoint before the closing date.

Closing Date: Noon on Friday 13 December 2024 – however if interested in applying for the role please submit your application as early as possible as it will be considered upon receipt

Interviews: Interviews will take place on a rolling basis and may take place prior to the closing date

Start Date: ASAP

Farnborough Hill is committed to the safeguarding of children and young people and the relevant DBS Code of Practice checks will apply.