

September 2024

RECRUITMENT INFORMATION PACK



Watling View School, Watling View, St Albans, AL1 2NU

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“Be Kind, Be Safe, Be Responsible, Be The Best You Can”

Welcome from the Head Teacher

Dear Applicant

Thank you for your interest in our vacancy.

Watling View School is a maintained special school in St Albans, Hertfordshire. The school caters for up to 107 pupils, from 2-19 years, with a wide range of complex and profound learning difficulties. These include severe autism, complex medical conditions, physical and mobility difficulties, as well as severe developmental delay.

We are passionate about our vision, which guides us in all that we do for our pupils.

"Watling View - Be kind, Be responsible, Be the Best You Can"

Please apply for the position using the Teach in Herts website by completing the online application via the yellow "Apply for this Job" button in the top right hand corner of the advert. Please ensure all fields are answered fully. CV's are not accepted.

Please note, all employment history must be covered on the application form and any gaps in employment must be explained.

Visits to the school are highly recommended and can be arranged by calling Jo Roberts, School Business Manager, on 01727 850560 #6.

I look forward to receiving your application.

Yours sincerely



Andy Scott, Head Teacher

Watling View Mission Statement, Pupil Vision and Values



Mission

Our mission at Watling View is to provide each and every pupil with personalised learning opportunities alongside broad and enriching learning experiences which enable all pupils to be happy, confident learners who are able to express themselves and be as independent as possible so each individual is prepared for their adult life and can be the best they can.



Vision

At Watling View, we strive to develop confident, independent individuals by providing inspirational learning opportunities which enable individuals to reach their full potential in their social, life, communication, independence both in school and in the wider community.

Watling View will provide pupils the opportunity to thrive and develop by

- Looking at each pupil as an individual learner and provide a curriculum that is rich in individual learning opportunities.
- Providing a safe, happy and nurturing environment.
- Providing opportunities that are fun, exciting and utilise on-site and off-site learning experiences.
- Providing a warm and welcome environment in which each individual is celebrated and recognised for who they are.
- Having a curriculum that is rich and stimulating with a breadth of learning experiences and opportunities that promote pupil communication and independence.

“Be Kind, Be Safe, Be Responsible, Be The Best You Can”

- Provide opportunities and teach pupils how to support their own emotional wellbeing.
- Working collaboratively with parents and professionals.

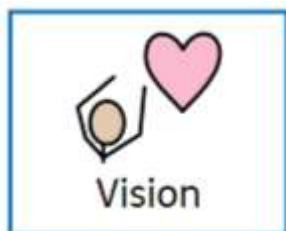


Values

The values we have for every member of the Watling View Community are:



Watling View Staff Vision and Achievement



Watling View will provide staff the opportunity to thrive and develop by:

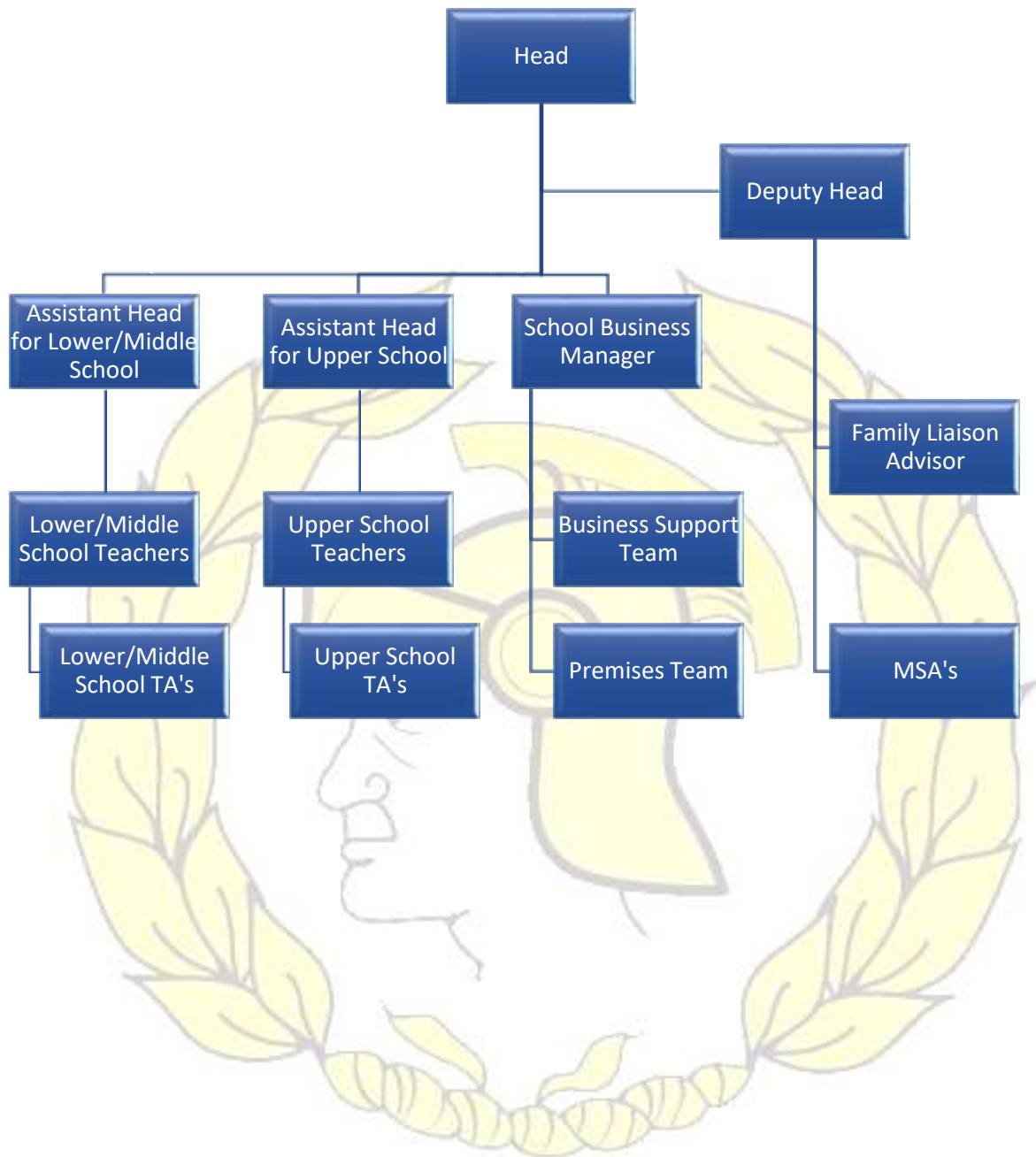
- Providing a variety of CPD which supports the continued learning and development of staff.
- Provide a safe, happy and nurturing environment.
- Hold open minded conversations with staff which support and promotes reflective thinking.
- Recognising and celebrating our diversity and uniqueness of each and every individual at Watling View.
- Listening to staff and provide opportunities for staff to try new ideas.
- Working collaboratively with all colleagues for the continued improvement of pupil outcomes.



To achieve our mission and vision staff will:

- Work together for the common goals of our pupils and school.
- Be focussed on the pupils.
- Have a can do attitude.
- Be a positive role model for the pupils and school.
- Treat each other with respect and value each other.
- Set high aspirations for our pupils.
- Treat each other with respect and value individuality and differences.
- Look to seek solutions to any problems positively and professionally.
- Celebrate the success of our pupils and each other.

Organisation Structure



Watling View Offer

We are very proud of our:

- Extraordinary pupils
- Innovative, dedicated staff
- Excellent support and encouragement from Governors and the Senior Leadership Team
- Varied and superb quality professional development (CPD)
- School community that continually strives to improve
- Ethos of focusing on positive learning behaviour and high expectations for all pupils and staff

We can offer you:



Up to 107 amazing children and young people



A warm, positive environment



A supportive team



A school that continuously seeks opportunities to improve



A new starter induction programme



Membership to Herts Rewards, our employee benefits scheme including discounts and cashback for high street shops and online shopping



Subscription to our comprehensive Healthcare and Wellbeing package



High quality, varied and ongoing professional development programme (CPD)



Extensive sick pay from the 1st day of absence

“Be Kind, Be Safe, Be Responsible, Be The Best You Can”



Generous pension provision



Cycle to Work salary sacrifice scheme



Clear annual calendar and timetables



Free annual flu jab



Optional Childcare Vouchers scheme



Free school Christmas lunch



Annual appraisal programme



Free on-site car park



Annual Occasional Day



Various staff social events during the academic year



Long Service Awards

Job Description

Title of Job: Caretaker

Pay Grade: H3

Hours: 20 hours per week (1.00pm to 5.00pm), 52 weeks per year

Date Required: October 2024 or ASAP thereafter

Closing Date: October 2024

Interview Date: TBA in October 2024 or sooner for the right candidate

Purpose of the Role:

To work as part of the Premises Team with the Site Supervisor and be responsible for the cleaning, maintenance and security of the school premises and site, ensuring a safe environment.

Key responsibilities:

- Ensure that buildings, pool, site and mini-buses are secure, including during out of school hours and take remedial action if required.
- Ensure that buildings, pool, site, mini-buses, fixtures, fittings and resources are maintained to a high standard
- Ensure the buildings and grounds are kept clean and tidy during the school day, including cleaning spillages, breakages, or bodily fluids
- Act as a designated key holder for the school premises, providing out of hours and emergency access to the school site if required
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
- To be responsible for the safe and efficient co-ordination of the pupil's transport (taxis/minibuses) at the end of the school day
- Undertake minor repairs (i.e., not requiring qualified craftsman) and maintenance of the buildings and site.
- Arrange emergency repairs or those requiring a qualified craftsman.
- Arrange regular maintenance and safety checks and monitor servicing contracts
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
- Monitor stock and order supplies.
- Undertake general portage duties, including moving furniture and equipment within the school.
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately.
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, including compliance with fire safety regulations and equipment, in line with other schedules.

- Carrying out and keep records of all required yearly, quarterly, monthly and weekly testing including (but not limited to) the following; Legionella, asbestos, PAT testing, emergency lighting, fire alarms and system, fire exit signage, extinguishers, lifts/hoists, tree safety, air conditioning, security alarms and access equipment, fixed wire testing, etc
- Ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella, etc
- Ensure that water safety levels, chemicals and equipment within the swimming pool are maintained within safe limits
- Facilitate lettings and carry out associated tasks, in line with local agreements
- To carry out gritting, salt spreading, snow removal as necessary

Individuals in this role may also undertake some or all of the following:

- Ensure the operation and maintenance of specialised equipment following training, for example sports/pool equipment.
- Facilitate lettings and carry out associated tasks, in line with local agreements
- Handle small amounts of cash for the purchase of materials to carry out repairs.

Job Context:

- The premises department have responsibility in the school for the smooth running of the premises. The school site is used extensively, both for curriculum activities and for community purposes by external hirers. The school is potentially available for approved activities throughout the year (7 days a week, 52 weeks a year).
- The department are primarily tasked with ensuring the site is clean, presentable, safe and secure for all those that use it in any capacity.
- Job holder has the autonomy to make decisions within established procedures, plans work and deals with unexpected problems. Ensures maintenance procedures are followed, decides on whether to undertake minor repairs prioritisation and selection of contractors and suppliers.
- Regular checking of systems such as heating and security. Organisation of emergency repairs or maintenance.
- Exchange of information with school staff, external contractors (for repairs and maintenance).

Knowledge, Skills & Abilities:

- Knowledge of policies and procedures for security, alarm systems, health and safety, minor repairs & maintenance, supervision of contract, cleaning staff.
- Manual dexterity in operating equipment and minor repair work.

Supervision:

- Job holder has the autonomy to make decisions within established procedures, plans work and deals with unexpected problems. Ensures maintenance procedures are

followed, decides on whether to undertake minor repairs prioritisation and selection of contractors and suppliers.

- Supervisory responsibility for the work of premises staff and contractors whilst on site.

Problems, Demands & Decisions:

- Regular checking of systems such as heating and security. Organisation of emergency repairs or maintenance.
- Decisions on planned maintenance.

Dimensions:

- May occasionally handle small amounts of cash e.g., to purchase materials for emergency repair.
- Responsible for security of the school premises; designated key holder for the locking and unlocking of premises; ordering and stock control of a range of equipment and materials.

Physical Effort:

- Requires regular physical effort such as bending and stretching, pulling or pushing equipment with occasions of more intense effort, such as moving or lifting furniture.

Working Environment:

- Indoor and outdoor work; cleaning, minor repairs in toilet areas; deals with spillages/bodily fluids, waste collection.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form.

This role will be reviewed annually as part of the appraisal process

The duties and responsibilities listed above describe the post as it is at present and is subject to change. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Safeguarding Statement

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

Appointment to this post is subject to satisfactory clearance of enhanced Disclosure and Barring Service (DBS) checks, including the barred list, as well as all other pre-appointment checks, including social media, in accordance with Keeping Children Safe in Education (2024).

