



THE GRANGE
SCHOOL

Recruitment Pack
Maintenance Officer/Caretaker
(Fixed Term Contract)



Welcome

Thank you for your interest in the position of Maintenance Officer/Caretaker (Fixed Term Contract) at The Grange School in Hartford. We are an independent, co-ed school for children aged 4-18 located in the heart of Cheshire and we are looking for passionate and dedicated teachers who are committed to helping our students reach their full potential.

We are committed to providing a rigorous and engaging curriculum that meets the needs of all learners. The curriculum is aligned to the latest standards, and it is designed to challenge students and help them reach their full potential. We also believe that it is important for teachers to be lifelong learners themselves, so the school offers a variety of professional development opportunities for teaching staff to stay up-to-date on the latest teaching practices. These opportunities can help you improve your skills and knowledge and be more effective in the classroom.

The school has a supportive and collaborative school community. Teachers and support staff work together to create a positive learning environment for students. They also provide support and resources to each other, which helps everyone to be more effective in their work. The Grange School is committed to providing a high-quality education for all students, and we are constantly striving to improve.

If you are a passionate and dedicated teacher looking for a school that is committed to providing a first-class education for all students, then The Grange is the place for you. If you would like to discuss this vacancy please contact Mrs Lynn Geary, HR and Governance Officer by email to: recruitment@grange.org.uk, or call 01606 539039.

Dr Lorraine Earps
Head



Hartford, Cheshire

Hartford is a village in Cheshire West and Chester, 2 miles to the south west of the town of Northwich and surrounded by Weaverham to the north, Kingsmead and Davenham to the east, Whitegate and Marton to the south and Cuddington to the west.

The village was recorded in the Domesday Book of 1086, when the Manor was held by Gilbert de Venables as part of the Barony of Kinderton. In 1644 during the English Civil War a battle was fought at Hartford Green when Royalists from Chester encountered the Parliamentary forces from Northwich.

Hartford has a number of Grade II listed buildings including Hartford Hall Hotel which dates from the 16th century and Vale Royal Railway Viaduct, built in 1837. There are also a number of local shops including a newsagents, hairdressers, dry cleaners, florist, a cafe and a butcher. The village is also home to Hartford Tennis Club, Hartford Cricket Club, a bowling club, and a golf course with a driving range.

The A556 bypasses the village as part of the Northwich bypass and the bridge that carries the road over the River Weaver is known as Hartford Bridge or Blue Bridge, and was built in 1938.

Hartford is served by Hartford railway station on the West Coast Main Line between Liverpool and Crewe and by Greenbank railway station on the Mid- Cheshire Line between Chester and Manchester Piccadilly.



Maintenance Officer/Caretaker

The Opportunity

Salary: £26,804 per annum dependent on experience and trade qualifications

Reports to: Head of Estates

Working hours: Monday to Friday, 40 hours per week on a 4 week rota

Fixed Term contract with effect from: 2nd January 2025 - 27th August 2025

Responsibilities

- Provide security support including the opening and securing of all school buildings and grounds.
- Carry out minor or temporary maintenance tasks as required and inform the Head of Estates of major maintenance tasks requiring immediate attention.
- Support the Grounds Maintenance Team with repairs/grounds maintenance and safety support as required.
- Host facilities related contractors on site as requested by the Head of Estates.
- Ensure that all heating and cooling plant, water and lighting operate economically and efficiently at all times.
- Prepare school areas for dining daily and restore dining areas after meals accordingly.
- Ensure that all school areas are litter free at all times.
- Deliver mail, stores and administrative support as required.
- Be aware of Health and Safety and COSHH Regulations within the school environment and advice to staff as necessary.
- Provide cleaning support as required.
- Carry out transport tasks as required.
- Assist in maintaining the school transport fleet to a legal and roadworthy standard at all times.
- Be prepared to carry out overtime duties as required.
- Carry out other duties as reasonably requested by the Head of Estates.
- Report all notable instances (accident/injury, attendance of emergency services, etc.) to the Head of Estates immediately.
- Ensure that all tasks being undertaken have been appropriately risk assessed and signed off as applicable.
- First Aid trained or prepared to undertake appropriate First Aid and Health and Safety Training.
- To carry out recommendations of risk assessments such as Fire as necessary.
- Ensure the health & safety policy is practised implemented at all times, and is subject to review and assessment at regular intervals or as situations change and that any concerns are communicated in a timely manner to the Head of Estates.
- Support out of hours' school functions as required, e.g. 'Open Day'.



Maintenance Officer/Caretaker

The Person

Key to recruitment activity: A = Application, I = Interview, E = Experience, T = Task, R = Reference

	Assessed
Education	
Experience or skills in a trade.	A
Ability to understand and apply regulations such as Health and Safety, manual handling, COSHH, Legionella etc.	A
Ability to operate and understand electrical/mechanical systems.	A
Risk Assessment experience/qualification.	A
Competent at basic building repairs and maintenance.	A
To be able to use small industrial, electrical and mechanical equipment.	A
Experience	
Experience of working in a school setting or equivalent style of setting and the specific risks at play in a school environment.	A/I
Some ICT competence – use of emails, excel, word.	A/I
Knowledge and Skills	
Good communication skills.	I
A clean driving license	
IT competency	I
Physically robust and capable of standing for extended periods, lifting/carrying.	I
Be prepared to attend training on H&S related courses	I
Be able to work at heights	A/I
Completed relevant fire, H&S, manual handling, working at heights, ladder safety and caretaker courses	A/I
Attitude	
Proactive	I
Flexible individually and as part of a team	I
Focused on customers and service delivery	I
Professional	I
Approachable to staff	I
Considers the needs of the school and the Health and Safety of all stakeholders with the highest level of priority	I



Employee Benefits

Here at The Grange School we offer a competitive package of employee benefits, including:

Employee Assistance Programme: with Health Assured



Healthcare: We have partnered with Benenden Health to look after your health and wellbeing. Healthcare membership gives employees access to healthcare services such as Medical Diagnostics, Medical Treatment and Surgery, Physiotherapy, 24/7 GP and Mental Health helplines. You can also take advantage of exclusive offers on other products including discounted health assessments, health, cash plans, travel and home insurance and discounts on self-funded treatments.



Pension: Aviva Pension Scheme



Fee discount: Up to 50% Discount on Student Fees



Use of on-site facilities: Staff have free membership to the school's onsite gym, outside of school hours and use of the sports hall. All staff can also take advantage of discounted ticket prices to shows at The Grange Theatre.



Social events: All new staff are invited to join us for a welcome meal and we also host an annual summer BBQ and Christmas party. A variety of wellbeing activities are also planned around school INSET days.



Staff discounts: The Grange has partnered with 'Benefit Hub' who offer discounts and money- saving deals on shopping, holidays, insurance etc. We have also partnered with local businesses who offer discounts on car maintenance and local gym memberships.



Subsidised lunch: in dining hall



Electric vehicle salary sacrifice scheme: with Octopus



Cycle to work scheme: Cycle scheme is an employee benefit that saves you 26-40% on a bike and accessories. You pay nothing upfront and the payments are taken tax efficiently from your salary.



How to apply

To apply for this position please complete and return an application form and write a covering letter for the attention of the Head, Dr Lorraine Earps and send to: recruitment@grange.org.uk. Applications can also be returned to us by post, to: The Grange School, Bradburns Lane, Hartford, Cheshire CW8 1LU.

The closing date for applications is 27th November 2024 at 4.00pm with interviews planned to take place the week commencing 2nd December 2024.

The Grange School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974.



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Bradburns Lane, Hartford
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