



# CRANMORE

INDEPENDENT DAY SCHOOL

Appointment of

**Caretaker**

Full time

From April/May 2026

**Information for Applicants**



Cranmore *part of the Effingham Schools Trust*  
Epsom Road, West Horsley, Surrey, KT24 6AT  
01483 280340

- Registered Company No. 4509623 • Registered Charity No. 1095103

**CRANMORE** **ST TERESA'S**

# Welcome from the Director of Operations



Dear Applicant

Thank you for taking time to consider applying for the Caretaker position. I hope that after reading the enclosed information you will be excited and encouraged to join our team.



Cranmore is a leading independent school in Surrey and is part of the Effingham Schools Trust which comprises three schools across well-equipped sites. Cranmore is situated between Guildford and Leatherhead on the main A246 and is a wonderful 25-acre site blessed with fantastic facilities.

We have a motivated body of staff who are willing to give their best to ensure a positive school experience for our students. Senior Leadership support staff to engage and thrive within our school and wider Trust communities. All staff take on the responsibility for maintaining a positive atmosphere around the school on a day-to-day basis and modelling the qualities and values that we believe are important to encourage a love of learning and academic excellence.

I very much hope that after your initial interest, you can see that this role and school will provide the right candidate with an excellent opportunity to join a growing organisation where staff are supported to build their career and trust that you are encouraged to apply.

Andy Ellison

Director of Operations

# Caretaker

**Hours of work:** 40 Hours per week, year-round.

**During term time** the hours will be 7.00am-10.30am and then 2.00pm – 6.30pm plus locking up each weekday evening at 9.30pm.

**During the school holidays** the hours will be 8.00am to 4.00pm, 5 days per week, plus locking up shortly after 4pm. There may be occasion when some aspects need to be locked a little later due to contractors being onsite for scheduled works.

**Year round** the facilities team share responsibility for being on call at weekends, following a 4-weekly rota meaning they are on call once every 4 weeks.

**Holidays:** 25 days paid holiday per year plus Bank Holidays and a Christmas closure period.

## The Role

The will Caretaker report to the Facilities and Estates Manager.

The Caretaker is responsible for a wide range of duties and responsibilities connected with the smooth, efficient and effective running of the school. The school holds a large number of functions and events which involve the movement and setting up of equipment and furniture. The role will involve flexible working (lone working and in conjunction with the maintenance team), in order to provide cover for the premises five days per week plus some on call weekends throughout the year.

## The Duties

Duties will include:

- Carrying out security procedures for school buildings and grounds
- Specifically closing and lockdown of school premises, including gates, doors, windows, fire exits etc. for the purpose of school use, community use, lettings, out of school hours functions, maintenance and emergency services where required.
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
- Opening and closing the school
- Checking the pool plant and chemical dosing systems (training will be provided)
- General maintenance to ensure the smooth running of the site and facilities.

# Caretaker

## Main Responsibilities:

- **General Maintenance** - The school has excellent facilities including the main school building incorporating classrooms, offices, a gym and dining room. There is also a separate Sports Hall and Music building with an auditorium and a new science and technology block completed during 2022. To ensure the smooth and efficient running of the site, the caretaker is expected to work as part of a team to ensure that facilities are maintained to the highest standard at all times.
- **Swimming Pool** - The Caretaker is responsible for the cleaning and safe and efficient working of the swimming pool plant. This entails regular checks of the pool chemical dosing equipment and plant machinery and the necessary addition of chemicals into the pool. Keeping poolside clean. A pool plant operator course is a requirement for this role for which training will be provided. Other members of the School Maintenance team are also trained.
- **Stock/ Deliveries/ Porterage** - To be responsible for the safe storage and subsequent distribution of goods, post, packages and parcels around the site. To assist site maintenance staff as and when required with deliveries etc.
- **Furniture Moving** - On occasion as required to assist the Facilities Manager with moving such items of school furniture/equipment as required, with due regard to current Health & Safety and Lifting and Handling regulations. Preparation of rooms for assemblies, meetings, examinations, parents evenings and open mornings. To ensure that areas used for the above are returned to the original state for use by the school.
- **Health and Safety** - To assist the Deputy Facilities Manager (H&S Manager) with Health & Safety/Safe Working practices within the school. To monitor the site and its operation to ensure sound Health & Safety practises are being adhered to. Report all Health & Safety concerns to the H&S Manager or Facilities Manager. Ensure that contractors on site do not put safety of pupils and staff in jeopardy by not adhering to Health & Safety practices.

The high expectations of staff and their effective planning of classroom activities motivate pupils to adopt the highest standards of behaviour.

*ISI Inspection Report, Feb 2022*

Pupils say that staff are good listeners and provide effective ways of dealing with any worries and of discussing sensitive issues.

*ISI Inspection Report, Feb 2022*

Pupils are polite and respectful and develop positive relationships with each other and the staff.

*ISI Inspection Report, Feb 2022*

**Pupils make an outstanding contribution to the lives of others in the school and the wider community and work together for the common good. They feel at ease both with one another and with staff because the school promotes a very positive, caring and welcoming ethos.**

*ISI Inspection Report, Feb 2022*

# Caretaker

| Qualifications Education & Training   | Essential | Desirable |
|---|-----------|-----------|
| Full Driving Licence  | ✓         |           |
| Evidence of any recent, relevant training activities.   |           | ✓         |
| Understanding of site security issues   | ✓         |           |
| Willing to undergo training as required, able to understand and apply regulations (such as health and safety, manual handling regulations etc). |           | ✓         |
| Experience, Skills & Knowledge  | Essential | Desirable |
| Previous experience in a similar role, of working in a school environment   |           | ✓         |
| Experience of fire & security systems and manual handling   |           | ✓         |
| A good working knowledge of health & safety regulations   |           | ✓         |
| Able to effectively organise own work and operate as loan worker.   | ✓         |           |
| Able to regularly and safely handle/carry heavy items.  | ✓         |           |
| Good inter-personal skills  | ✓         |           |
| Understanding of computer and CCTV systems  |           | ✓         |
| Ability to communicate clearly and effectively, both orally and in written form and to understand and interpret written instructions            | ✓         |           |
| Audio Visual Knowledge and experience   |           | ✓         |
| Personal Characteristics  | Essential | Desirable |
| A proven record of a high level of attendance at work.  | ✓         |           |
| Polite and Courteous  | ✓         |           |
| Calm and patient under pressure   | ✓         |           |
| An organised approach and excellent time management skills.   | ✓         |           |
| The ability to work well as part of a team  | ✓         |           |
| Must be presentable, to act as an ambassador for the school at all times  | ✓         |           |
| Able to show initiative and work proactively to ensure the smooth running of the site.  | ✓         |           |
| Able to liaise with parents and pupils  | ✓         |           |
| <b>Note: The successful candidate will be required to undergo an Enhanced DBS Check</b>   |           |           |

# Remuneration and Benefits

***Our staff enjoy working as part of a strong school community. Parents are confident of the academic standards, telling the Independent Schools Inspectorate that their children have been ‘well challenged and tutored’ by ‘talented teachers’.***

**We reward our talented staff with a range of benefits.**

## ***Salary***

Salaries are competitive and in line with independent school scales.

## ***Onsite Accommodation***

This role has the possibility of onsite accommodation provided gratis, in the form of an attractive two – or three – bedroom apartment.

## ***Continuous Professional Development***

All staff have access to professional development training as part of the school’s performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

## ***Pension Scheme***

Generous contributory pension scheme.

## ***Refreshments and lunch***

Refreshments and lunch provided during term time.

## ***Cycle to work***

Cycle to work scheme for staff members.

## ***Parking***

Parking for staff members is provided onsite.

## ***Employee Assistance Programme***

A free, confidential 24-hour telephone service.



## Application & Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. **A Letter of Application addressed to the Director of Operations should accompany the application form.**

Short listed applicants will be invited to attend a formal interview with a panel at which their relevant skills and experience will be discussed in more detail. They will also be required to complete a series of relevant tasks and be given a tour of Cranmore. Interview panels will include at least one person trained in Safer Recruitment.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory. **Please note that references will be taken up on short listed candidates prior to interview.**
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

***Cranmore School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the DBS.***