



South Hampstead

High School

GDST

JOB APPLICATION INFORMATION

Caretaker

FROM JULY 2021





South Hampstead High School – an independent day school of 900+ pupils, including approximately 265 girls in the Junior School and over 140 in the Sixth Form – welcomes girls aged 4 to 18 from across London. It is a very popular school and entry is competitive at all ages. Established in 1876, it is one of 25 schools and academies belonging to the Girls' Day School Trust. Located in leafy Hampstead, with the buzz of central London's cultural life close at hand, the school is very well served by public transport and there are excellent local amenities nearby.

Excellent academic results place us comfortably amongst the country's top schools, and our pupils leave us for some of the most prestigious universities in the country and worldwide – but there is so much more to an education here than the girls' headline achievements. Pupils go on to become prize-winning authors, ground-breaking scientists, passionate campaigners, successful entrepreneurs, distinguished lawyers and trailblazing creatives.

Working at South Hampstead is stimulating, challenging and fun. Pupils are intelligent and inquisitive, energetic and engaging. We offer competitive salaries, generous employee benefits – including opportunities for sabbaticals – and a warm, supportive environment. There is a strong emphasis on Continuous Professional Development and on supporting teachers to engage with leading education research.

THE GIRLS' DAY SCHOOL TRUST

South Hampstead High School was the ninth school to be established by the Girls' Day School Trust (GDST) in 1876.

Today, the GDST is the leading network of independent girls' schools in the UK.

Since its foundation in 1872, the GDST has been at the forefront of education for girls and a strong voice in promoting opportunities for young women. Through the Alumnae Network, this continues after the girls leave school.

“When I first stepped through the doors here, I knew that it was a very special place to be – the wonderful atmosphere, dedicated staff and energetic girls, who are such a pleasure to teach.”

— South Hampstead Teacher

AIMS & ETHOS

At South Hampstead we believe that education should be a truly enriching experience. We believe in the power of knowledge as a tool for thought and creative endeavour, and a source of lifelong inspiration and curiosity.

In and out of the classroom, we want our pupils to explore the big questions; debate and discussion lie at the very heart of a South Hampstead education. We aim to create abundant opportunities for creative output and to encourage pupils to take risks. In our teaching, we do what we know works and put research and reflection at the heart of our professional development. Teaching is a noble profession and our staff are central to our success.

We aim to provide outstanding breadth of opportunity in our curricular and co-curricular programme and to open our pupils' minds to a myriad of possibilities. We believe that involvement in school life is a key factor in our pupils' happiness. But it's not just about taking part; we aim to instil in pupils a sense of purpose, pride and determination and the belief that they can compete on the biggest of stages.

We aim to create a warm, tolerant and kind community where girls can be themselves and make friends for life. We want them to play their part in our community and in the community beyond South Hampstead. The 21st century is a time of unique opportunities and challenges; we have a critical role to play in preparing our young women to live and thrive, work and lead in tomorrow's world.

TEACHING & LEARNING APPROACH

South Hampstead follows a curriculum that equips each girl with the means to develop her intellectual abilities as well as her personal and social values. Students are able to explore a deep and expansive body of knowledge, and to discover their strengths and interests via a broad, balanced range of academic, cultural and aesthetic subjects.

Pupils are intelligent, inquisitive, confident, energetic and talented. The programme of work helps to ensure that each girl is thoroughly prepared for the next stage in her life, whether it is transition into the Senior School, higher education or adulthood.

South Hampstead students love to learn. The store we set by the power of ideas is evident in the quality of the conversation, both inside and outside the classroom.

Our teaching is known for its rigour and its passion. In-depth subject knowledge and expertise are givens for all our teachers, but equally important is an innate ability to inspire the very best from each student, both as scholars and as individuals. With a colourful mosaic of enrichment opportunities available – academic societies, national competitions, leadership roles, independent learning projects, incredible speakers and exciting trips – every girl has the freedom to direct her learning and to flourish. Our ambition each year is that our pupils leave us as assured, adaptable, inspired individuals, ready to make their mark on the world and lead happy, successful lives.



“Throughout the school, pupils are highly motivated, articulate and have strongly developed skills for learning... they are self-aware, reflective and show initiative.”

— ISI Report

BEYOND THE CLASSROOM

We are proud to be a busy, buzzy school with a lot going on. Each week there are well over 100 co-curricular activities for the girls to get involved in, before, during and after school. Regular guest speakers, a comprehensive enrichment programme, local and international trips, leadership opportunities and charitable endeavours combine to provide an exceptional range of experiences beyond the classroom.

South Hampstead has a well-established reputation in the creative arts. We welcome writers, poets and artists in residence and put on ambitious concerts and performances. Speaking up and speaking out is encouraged from the earliest years: we have an in-house debating coach and a strong track record in a range of public speaking competitions.

In sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual – there are over 65 sporting clubs and teams to join, with state-of-the-art facilities both on site and at our nearby 4-acre sports ground. Our aim is to cultivate a positive attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.

PASTORAL CARE

Our school is lit up by the attributes that matter most here – thoughtfulness, open-heartedness, respect, courage and honesty.

At South Hampstead we aim to encourage every girl to discover her own aspirations and to run her own race with regards to her progress and achievements. Under our unique co-tutor system, no form tutor is responsible for more than 12 pupils throughout the Senior School. They make sure every girl is thriving: supported, making good progress and feeling fully involved in school life.

Mistakes are learned from and successes are shared: each girl is encouraged to consider how she engages with feedback and to communicate her own strengths. There's plenty of experience on hand from older pupils: buddies and peer mentors provide a friendly face and practical advice, and a fun programme of intra-house activities regularly mixes the year groups, creating a real sense of togetherness and community.

Our programme of PSHE (Personal, Social and Health Education) prepares girls to go out into the world with confidence, inner strength and high self-esteem, ready to face challenges. There are also regular evening talks for parents, often reflecting the topics taught in class and as well as other issues on the minds of parents. We have a full-time nurse and counselling provision – it's completely normal for girls to sign up for sessions on any issue they like, completely free from any stigma. We understand how to educate girls, setting the feminist agenda and guiding well-rounded, well-grounded individuals to be the female leaders of the future.

THE CURRICULUM

In Years 7 to 9, the girls have one triple games lesson and one single PE lesson per week. The curriculum encompasses many sports including netball, football, gymnastics, dance, cross-country, badminton, basketball, cricket and athletics. In Years 10 and 11, the girls have two double lessons per week, which includes one fitness and one games lesson. In the Sixth Form, the girls have one double lesson per week in which they opt to choose their preferred activity. The range of activities is extended to include spinning, yoga, fitness suite, trampolining, pilates and netball. Pupils are encouraged to widen their experiences and take part in a varied programme, in some cases, with specialist coaches to deliver these courses.

The girls in the Junior School have two PE lessons per week, EYFS and KS1 students have a single outdoor lesson and a double indoor lesson. The main focus is developing their physical literacy skills throughout this phase. Physical literacy is taught through units in netball, football, dance, gymnastics, tennis, cricket and athletics. As the girls move through the Junior School, they have two double PE lessons per week, with the focus being to develop a knowledge and understanding of different games activities as well as enhancing their performance skills.

BEYOND THE CURRICULUM

We have a great tradition of high achievement in the creative arts. Whether in Sport, Music, Drama, Art or Design and Technology, our girls are successful both in school and outside. There are many opportunities for them to perform and to exhibit their creative work throughout the school.

In Sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual, during regular lessons at our four-acre sports ground and in the sports hall, or as part of our co-curricular programme. We currently offer a total of 20 different sports and in excess of 65 sporting clubs across the Junior and Senior Schools. In the Senior School, girls typically spend three hours a week in Sport; in the Junior School, at least two hours. We have regular specialist coaches to supplement our teachers delivering specialist activities such as yoga. There are many events which run throughout the year, such as the Dance Show, Sport Days as well as House sport competitions which take place throughout the year for all girls in both the Junior and Senior School.

There are regular overseas sports tours, as well as more frequent weekend tournament residentials. We have recently introduced Sports Scholarships in the Senior School and have a Going for Gold programme which runs alongside our scholar's programme for our most talented sportswomen.

The 4 acres of playing fields, squash courts and dance studio are some 10 minutes' walk away. Our aim is to cultivate a positive

attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.

Music is at the very heart of school life, with a variety of major events each year and a host of smaller-scale concerts involving our many choirs, bands, ensembles and orchestras. It is our aim that every girl who comes to South Hampstead High School, regardless of her experience, accomplishment and aspirations, will have the opportunity, and every encouragement, to flourish as a musician.

Drama is packed with opportunities for all students to be involved both on stage and behind the scenes. There are many productions each year in both the Junior and Senior School, in which girls are encouraged to take an active part. We also participate in the annual Shakespeare Schools Festival and offer a wide variety of House Drama events, film making opportunities and master class workshops with external practitioners.

In Art, girls are encouraged to experiment and take risks while working within a fine arts framework. Students work with a range of media including textiles and sculpture. They also acquire skills in areas such as photography, filmmaking and animation.

Design and Technology is varied and very hands-on. Our older girls are regular award-winners in a number of competitions such as Young Inventor of the Year, Young Designer of the Year and Young Engineer of the Year.

Evidence of the talent we have here is displayed all around the school – paintings, sketches, photographs, sculptures and design projects that were created by our students are always on view.

CO-CURRICULAR

The PE Department runs a full and varied co-curricular programme, which promotes sporting opportunity and challenges each individual to achieve their potential in sport. Clubs take place before and after school and during the lunch break. Fixtures (for Years 4 to Sixth Form) take place regularly against local schools in Netball, Gymnastics, Football, Tennis, Athletics, Cross Country, Dance and Cricket. We often participate in Saturday tournaments in netball. We regularly enter teams into Girls' Day School Trust (GDST) rallies, Middlesex County tournaments, the London Youth Games and Borough championships. We currently have students representing their county or even nationally in a number of sports, supported by our Going for Gold programme. The Gym and Dance Shows, for both the Junior and Senior School pupils, are an annual highlight.

The Role and Department

We are seeking to appoint an enthusiastic and experienced caretaker to join our small but highly effective site team. The role is physical with tasks including lifting and transporting furniture, consumables and equipment around the site, general maintenance and repairs and a variety of other tasks. The willingness to be a first aider is a requirement of the role (training would be provided).

The site team is made up of 4 full-time, all-year-round staff, one of whom is based at the Junior School site. In addition, we have a Security Guard who covers the evening shift and locking up.

The hours of the Senior School site team cover the working day from opening up at 6:45am until 5:30pm. It is expected that the working hours for this role will be 9:30am until 5:30pm with flexibility for overtime and weekend hours.

This is a full time role, 36 hours per week. We offer 30 days' annual leave. The salary range is £23,000 - £27,000 per annum.

Start date July 2021.

Main Responsibilities of the Site Team

SECURITY

- Security of the site, its buildings and facilities at all times.
- Reporting breaches of security.
- In the absence of the morning Site Manager or evening Security Guard, the unlocking and locking of buildings and facilities at times stipulated and ensuring fire safety doors are closed accordingly.

MAINTENANCE

- The upkeep of heating, lighting, water, drainage and other services including the reporting of failures or dangers.
- Regular tests of the fire alarm and security systems and the recording thereof.
- Taking regular readings of all meters.
- Taking initiative regarding reactive maintenance requests.
- Minor repairs, maintenance and other work within the competence of the individual.
- Maintaining all equipment, safety equipment, implements and tools in good and safe working order.
- The upkeep of all waster storage areas, emptying of communal area bins and champion our recycling and green-waste initiatives.

GROUNDS

- Erection and dismantling of sports equipment.
- Appropriate chemical control of substances used by grounds staff.
- The care, maintenance and security of all gardening equipment and plant.

GENERAL

- The portage of goods, furniture, equipment and other items including errands on behalf of the school.
- Set-ups and take-downs before and after events, exams etc.
- Ensuring that the internal site is tidy in all communal areas.
- Attendance at Site Team meetings on a regular basis.
- Observance of Health and Safety requirements.
- Staff training where necessary.
- Other duties including assisting other staff and standing in for other members of the site team during periods of absence.
- Assisting during school functions of lettings as required.
- Rendering emergency first aid to staff, pupils and visitors.
- Duties in connection with evening or weekend events as required.
- Such other duties appertaining to the use of the premises as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the GDST or the Head.

Specific responsibilities to this role

- All grounds maintenance with the school's boundaries. This will include: clearing of leaves and litter and general repairs to boundary fences, walls, pathways and other external features.
- Being the link Caretaker to the Sports Ground.
- Undertaking of site audits as necessary, for example, premises security checks.
- Routine maintenance and cleaning of the school vehicles, including tax and insurance.

SUPPORTING THE WORK OF THE GDST

Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice.

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- Contribute to the school's programme of extra-curricular activities
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to policies as set out in the GDST Council Regulations, the Hub and GDST circulars

APPLICATION PROCEDURE

To apply please go to the [GDST Recruitment Portal](#) or via the [GDST website](#) and complete the online application.

Closing date is Wednesday 16th June 2021.

It is the post-holder's responsibility to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. You will adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead (Deputy Head) or to the Headmistress. Candidates should be aware that they will be asked to undergo a DBS check.

SKILLS REQUIRED

Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies	Essential
Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines	Essential
Basic IT skills, sufficient to maintain records send and receive messages e.g. working knowledge of Microsoft office Excel, Word, Outlook email (or prepared to train)	Essential
General maintenance / odd jobs' skills	Essential
The ability to drive	Desirable
Ability to undertake and write risk assessments	Desirable

KNOWLEDGE BASE

Knowledge of relevant health and safety requirements	Desirable
Knowledge of security and emergency procedures	Desirable
Understanding of child protection issues [or prepared to train]	Desirable
Knowledge of routine preventive maintenance	Desirable

QUALIFICATIONS/ATTAINMENT

Caretaking	NVQ level 2	Desirable
Up to date First Aid at Work Qualification		Desirable

EXPERIENCE

Experience of premises management, preferably in an education context	Desirable
Experience of supervising contractors	Desirable

ATTITUDE/APPROACH

Honesty and integrity	Essential
Professional and approachable attitude	Essential
Willingness to learn new skills	Essential
Self-motivated with a positive 'can do' approach to work	Essential
Reliable	Essential
Well presented	Desirable
Flexible over working hours according to the needs of the school	Essential