



Langley
SCHOOL

Caretaker

(Prep School – NR8 6HU)

Application closing date: midday on **Thursday 4th November 2021**



About Langley School

Langley School is an HMC boarding and day school offering an all through education to more than 800 pupils aged two to 18.

- Langley Prep School, Taverham (ages 2 to 13)
- Langley Senior School, Loddon (ages 10 to 18)

With an established legacy in providing a first-class inclusive education, Langley is an innovative, caring and stimulating place to work. It is our ambition to not only build the areas in which our strengths lie, but to lead the way as a forward-thinking and aspirational school.

Set within two enviable countryside sites, Langley's stunning green campus locations are a wonderful canvas that allow children space to breathe and grow - with the added advantage of being close to Norwich and nearby transport links Cambridge, London and Schipol Airport via Norwich Airport.



About the role



The Caretaker plays a key role in the upkeep and overall presentation of our two beautiful campuses, comprising of our breath-taking neo-Jacobian Hall at Taverham Park which is home to our Pre-Prep and Prep School, and regal, Palladian-style Hall at Langley Park which hosts our Senior School.



Acting as an ambassador for the Estates team, you will have excellent general maintenance knowledge and experience and will be competent in assisting with and performing in-house repairs and preventative maintenance work, ensuring that all tools are kept in a safe operating condition.



Working collaboratively with the wider Estates and Housekeeping Teams and under the direction of the Head of Facilities, you will use best practices and proper maintenance techniques to ensure that the exterior and interior aspect of all buildings and facilities are safe, clean and aesthetically attractive.

Purpose and job specification



The Caretaker will:

- Carry out all types of repair and maintenance work in a multi-skilled environment allied to, and possibly specialising in disciplines such as carpentry and painting;
- Undertake relevant training to enable safe operating practices i.e working at height, manual handling, COSHH, swimming pool operator, etc;
- Ensure the site and working areas are always kept tidy, and assist in the co-ordination of room and event set ups;
- Be responsible for site security as required including gate/door security, SALTO passes, etc, ensuring all contractors on site are signed in, in line with the contractor procedures;
- Use proprietary software to log, raise and prioritise maintenance tasks;
- Undertake and assist with other general maintenance tasks as required by the Head of Facilities / Director of Estates, including regular pool maintenance;
- Work with the Head of Facilities / Director of Estates to derive long-term and short-term schedules of work;
- Generate and carry out Planned Preventative Maintenance and asset auditing.



Skills and experience



The Caretaker will have:

- Ideally undertaken an approved apprenticeship and/or have significant practical experience;
- An affiliation to a recognised trade body and the ability to demonstrate trade competence;
- Good multi-trade maintenance repair skills and a pro-active attitude to support the Estates team in a wide range of maintenance tasks;
- A good level of physical fitness and the ability to work from ladders, scaffold or in confined spaces;
- An ability to work as part of a team and on your own initiative;
- A willingness to adapt to different situations and be available to work flexible hours and for callouts as required;
- The ability to communicate appropriately with staff, students and relevant stakeholders;
- A responsibility and duty of care to safeguard and promote the wellbeing of children at the school;
- A valid, clean UK driving licence.



Job Overview



CARETAKER

Site:	Langley Prep School in Taverham (NR8 6HU) <i>Occasional work at Senior School, Langley Park, NR14 6BJ</i>
Reporting to:	Head of Facilities / Director of Estates
Salary:	£20,475.00 per annum
Hours per week:	37.5 hours per week
Weeks per annum:	52 weeks
Contract type:	Permanent
Holiday entitlement:	25 days (plus bank holidays)

Langley is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family-friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to welcome and support staff from different backgrounds and part-time or flexible working applicants.





Applications should be received no later than midday on **Thursday 4th November 2021**.



Any candidates shortlisted for interview will be notified by **Monday 8th November 2021**.

Please submit a covering letter outlining your suitability for the role together with a completed application form; CV's will not be accepted as a substitution but may be submitted in addition to the application form in order to supply additional background information. Please email your application to recruitment@langleschool.co.uk and note that all information within your application will be treated confidentially.

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Professional development and ongoing CPD through internal and external training
- 24/7 access to our Employee Assistance Programme
- Free School lunches during term-time
- Fee remission of up to 50% for permanent staff (subject to pro-rata calculation)
- Access to a range of pension options, including DC and TPS*

*TPS enrollment is subject to employer terms and conditions



How to make an application

Langley School is committed to safeguarding our pupils and students. All offers of employment are conditional on the receipt of appointments are subject to receipt of two satisfactory references in addition to child protection screening, including checks with previous employers and the Disclosure and Barring Service.



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Contact

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