

Dover Grammar School for Girls

Applicant Information



Cover Caretaker

Required: Spring 2025

KSB (£25,126)

To provide ad-hoc cover for the Site team when required



Dover Grammar School for Girls is an *Outstanding* Grammar School which fosters excellent academic standards combined with a strong and caring community. We are a diverse and inclusive school community that prides itself on its commitment to high levels of staff and student wellbeing. Leaders at DGGs are supportive, open and approachable, and will go the extra mile to ensure staff feel they have an appropriate life-work balance.

Dover Grammar School for Girls is committed to safeguarding and promoting the welfare of our students, so the interview will include questions relating to child protection. Members of the interview panel have undergone Safer Recruitment training. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and an enhanced DBS check will be required prior to appointment.

Dover Grammar School for Girls

Cover Caretaker

Job Description



Dear Applicant

Thank you for your interest in the post of Cover Caretaker. This role is designed to provide absence cover for our Site team. A full job and person specification is attached to this introduction.

About the School

Dover Grammar School for Girls is a selective school with 668 girls in Key Stage 3 & 4 and a co-educational Sixth Form of 199 students. We have been oversubscribed for many years and have twice been rated 'Outstanding' by Ofsted, the latest inspection was 2013.

Dover Grammar School for Girls is an inclusive, selective school with over 100 years' experience of providing education for our local community. We are highly respected within the local community and are committed to providing top quality teaching and learning in an inclusive and high performing learning environment. We have been oversubscribed for many years and remain a popular choice with parents and students alike.

Our students are bright, articulate, fun to be with and rightly expect that their teachers will share and encourage their aspirations. As teachers, we all offer students every possible opportunity beyond the classroom with a wide range of extra-curricular activities, support and pastoral care. We offer wellbeing support and aim to develop not just the academic abilities of our students but also to give them the confidence, life skills and personal qualities and values to succeed in a fast moving and competitive world.

We think it is important, that we try to give you a feel for the school to assist you with your application, therefore, I will provide a brief summary of the school below, to give you a small snapshot into our DGGS community. I also wish to direct you to our school website, www.dggs.kent.sch.uk where we have several videos and information that may help to familiarise you with our expectations, standards and ethos.

Our foundations are built upon our vision tri-colon which is 'Building Character, Fostering Respect and Achieving Success'. We also practise 5 Character Values which we believe underpin good citizenship and are the qualities which we wish to celebrate within school. These were decided upon after consultation with the staff and students alike. The values represent what we as a community value in each other and are central to our ethos and practice.

You can read more detail on our website regarding the vision tri-colon and Character Values of Mutual Respect, Intellectual Curiosity, Compassion, Courage and Moral Purpose.

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Cover Caretaker

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About the Role

We are looking for an enthusiastic Cover Caretaker, to join our successful and dedicated Site department and assist in the efficient and smooth running and security of the school facilities as well as taking responsibility and having pride in the appearance of the school and its grounds

This post requires a hardworking individual who is committed to working with other departmental staff.

The successful candidate must demonstrate professionalism, be able to work on their own initiative, as well as working as a team member, and have a positive, collaborative and 'can do' approach.

DGGS is a supportive and inclusive school community who are committed to working together to ensure that our students are provided with the highest academic standards. We work hard, but we enjoy what we do.

If you share our passion, energy, enthusiasm and determination to ensure the highest quality of education and support for our students then we look forward to receiving your letter of interest and completed application form, which can be downloaded from Kent Teach or by clicking the link: <https://www.kent-teach.com/Recruitment/Vacancy/VacancyDetails.aspx?VacancyId=144527>

To assist you in this process we have included a job description.

The closing date for receiving your application is 9am Monday, 22nd April 2025 with interviews taking place on Tuesday, 23rd April, however we reserve the right to close the vacancy sooner should the right applicant apply.

Yours sincerely,



Mr D Quinn
Headteacher

Dover Grammar School for Girls

Cover Caretaker

Job Description



Job Title:	Cover Caretaker (Absence Cover)
Reports to:	Site Manager
Hours:	Zero Hours – Ad hoc Basis - Shift patterns available AM – 07:00 to 15:30 or PM – 10:30 to 19:00 (inc. 1 hour unpaid lunch)
Current Grade:	KSB (£25,126)

Purpose of Job

To assist in the efficient and smooth running of the school facilities with consideration to the wellbeing of staff and students.

To take a responsibility and have a pride in the appearance of the school and grounds and maintain the security of the premises.

To carry out maintenance, report on maintenance and repairs undertaken, report on any remedial works identified and help arrange minor repairs or replacement.

Principal Accountabilities

- Presentation of site. Maintain an excellent appearance of site and buildings by keeping areas free from litter, emptying the hall and external bins, sweeping leaves, and reporting any general wear and tear to the Site Manager
- Follow a regular preventive maintenance program to help keep the property looking in a good clean and safe condition
- Completion of tasks as directed by the Site Manager for day-to-day maintenance of buildings with respect to minor repairs and DIY tasks based on successful applicant's skill set, liaising with outside contractors to ensure timely repairs and upgrades are completed
- Involvement in minor works during term, but principally during the holiday periods. This might include decorating, basic DIY and other maintenance in line with the job holder's skills and Health and Safety guidance
- Help the Site Manager maintain H&S records with regard to testing of equipment that includes emergency lighting, fire alarm testing, water hygiene monitoring. Know the position and location of service meters, stop taps, time clocks etc.
- Monitor through the keeping of records, the consumption of gas, electricity and water. Be proactive in energy conservation. Ensure all time clocks operate at the correct timings
- Liaise and be a point of contact with contractors when deputising for the Site Manager e.g. recording attendance for contractors on regular inspection/service visits. Ensure work is being carried out satisfactorily and at the correct times with minimum disruption to the school

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Cover Caretaker

Job Description



- Note and report on matters that may affect the health and safety of persons onsite. Work with the Site Manager to improve and enhance the premises and grounds to ensure continual improvement to the school
- Have an ability to deal with everyday problems and to identify which problems should be referred to the Site Manager. Be able to prioritise tasks in order of importance
- Deputise for the Site Manager in the event of absence
- Emergency Procedures: To be on the emergency call out rota. To report any concerns regarding a health and safety or security risk to the Site Manager immediately and in their absence report to the School Business Manager
- Security: locking / unlocking the school, arming / disarming the alarm system according to shift pattern. Preparing for occasional evening functions, meetings and on occasion when premises are hired out (this may involve unsocial hours) on a rota basis with the Site Manager
- Manual handling tasks: set up and dismantle the hall for assemblies, breaks, lunch and functions. Provide portage service for deliveries, stationery requests and furniture removal, ensuring supplies are correctly handled and delivered.

Principal Tasks

- General painting and decorating to set standards,
- Basic groundwork and drains clearing,
- General laboring/DIY tasks where applicable
- General building and equipment maintenance
- Washing down buildings and pathways where deemed necessary

Essential experience and qualities

- Willingness to work flexibly and use initiative
- Excellent communication and presentation skills
- Good level skills in organisation and the ability to prioritise
- Ability to set and keep to deadlines
- A clean driving licence
- Health & safety awareness and knowledge (further training will also be provided)
- Have a cheerful, positive, 'can do' approach to work

Desirable experience and qualities

- Basic trade skills to enhance the facilities and affect running repairs
- First Aid trained (applicants would be expected to be trained at the school's expense for this if not in possession of this qualification)

This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Headteacher and the job description itself may be revised from time to time (after discussion with the Headteacher) as the needs of the school change.