



Caretaker and Site Support

Recruitment Pack: January 2026





ABOUT US

WHO WE ARE

OUR APPROACH

Who We Are

ALP Schools are a chain of Independent Special Needs Schools. Each of our schools is Ofsted registered and caters for young people who have struggled in mainstream education due to their special educational needs. We also recognise the importance of building up routines, relationships, respect and trust in order to achieve successful teaching and learning. We are proud to offer a holistic and individualised approach to learning that truly empowers success.

Our Vision and Values

At ALP Schools, our vision is clear: *Empowering Success Through Holistic and Individualised Learning*. We hold a fundamental conviction that education can help every individual achieve their full potential, regardless of their ability. This isn't just a statement—it's the foundation of everything we do and the reason we exist.

Our approach is guided by our ARRRTT values, which underpin every aspect of our work with learners:

Attendance – We focus on improving each learner's attendance level to ensure they give themselves the basis to achieve.

Routine – Our tutors help learners gain routines adapted to their individual needs, ensuring they feel comfortable in the educational environment.

Relationships – Learners are supported in developing sound relationships with tutors and other service users, creating a foundation of trust and connection.

Respect – We work with learners and families in a holistic manner to maximize their life-chances and educational potential.

Trust – When pupils feel more secure and understood, they are empowered to take risks and grow in their learning.

Teaching – A formal, academic curriculum takes place, ensuring learners receive high-quality educational experiences tailored to their needs.

These values inform the decisions that we make and the interactions that we have, creating an environment where success is not just possible—it's expected.

This core belief drives our passion for working with learners and explains why our dynamic, bespoke approach successfully reaches so many disengaged and vulnerable young people. We understand that one size does not fit all, especially for children who face barriers to mainstream education.

Our unique strength lies in offering small class sizes where the curriculum is specifically tailored to each individual's needs. We recognise that successful teaching and learning are built on a foundation of strong routines, positive relationships, mutual respect, and trust—and we prioritise building these essential elements with every young person in our care.

From the moment of referral, we place the learner's special educational needs and disabilities (SEND) at the heart of our planning, alongside comprehensive family support, ensuring our educational interventions are both effective and appropriate.



ABOUT THE ROLE

APPLICATION

KEY RESPONSIBILITIES

Salary range/Grade	£27,800. (2 days per week - £11,120, 3 days per week £16,680)
Contract type	Part Time
Responsible to	Headteacher & SMT / Managing Director
Base	ALP Sittingbourne - 60 Bell Road, Sittingbourne, ME10 4HE
Benefits	Bupa Healthcare Cashplan

How to Apply

Interested candidates are requested to apply online or by email to David Cowell. To download the application form, please visit www.alpschools.org and email all completed applications.

Closing Date: Friday 16th January 2025

Interviews: W/C Mon 19th Jan

We are committed to the highest standards of safeguarding and all posts are subject to an enhanced DBS check.

 **David Cowell - Managing Director**

 0203 1373630

 david.cowell@alpschools.org

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Job Purpose

The post holder is responsible for compliance and site maintenance at ALP Sittingbourne. This includes a range of duties and responsibilities connected with the fabric and systems of the school via pre-planned maintenance programmes and practical maintenance tasks.

The post holder will also offer support to school operations. This may involve supporting or assisting with learners or driving the school vehicle.

Key Tasks and Activities

- To ensure that the compliance and maintenance of the school buildings and environment are effectively undertaken
- To be jointly responsible for the health & safety of the site
- To undertake repairs and DIY projects
- To delegate tasks as appropriate to outside contractors, ensuring Health & Safety regulations are strictly adhered to and that visits are supervised. All bookings are to be placed on the school calendar
- To monitor the performance of the school cleaners to ensure a clean, tidy and well maintained school environment
- To create and work towards action plans based on the school's Health and Safety Risk Assessment, Fire Risk Assessment and general site inspection walks.
- To undertake weekly, monthly and annual checks required within the schools.
- To ensure compliance standards are met in the school.
- To support the maintenance of the schools beach hut
- To liaise with HR to ensure all staff have undertaken health and safety / Fire training and refresher training every 2 years



Specific Duties - Caretaker

- To monitor the day to day maintenance, repair and cleaning of the schools
- To attend and contribute towards Health and Safety Committee meetings
- To advise the Headteacher on a rolling programme of redecoration/refurbishment in accordance to an available budget
- To order and supervise repairs and act oversee small maintenance contracts and improvement schemes, ensuring best value for money is received
- To develop appropriate monitoring procedures to ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds keeping accurate manual records where appropriate
- To ensure facilities for first aid are at the correct level
- Complete regular checks of the school cars and coordinate service, MOT and repairs as required. To periods where the vehicles are not available for school use, there are communicated on the school calender
- To effectively manage contractors or complete scheduled tasks to ensure the schools meet or have an action plan in place for the following:
 - Fire regulations
 - Emergency lighting
 - Asbestos
 - COSHH
 - Risk Assessments
 - Electrical testing
 - Ladders
 - First aid
 - Site plans
 - Vehicle Safety
 - Boiler Safety Checks
 - Water Management
 - Site walks
 - Lift Compliance
- To apply effective communication to ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
- To ensure that the fire call points, intruder alarms and emergency lighting are tested weekly and results recorded
- To monitor, report and advise the Headteacher on all security matters
- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- To ensure that orders received into school are delivered to the appropriate area / person as necessary



- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. air conditioning units, fire fighting equipment, etc. and results recorded
- To ensure lights are in working order
- To support IT technicians where required with maintenance tasks
- To undertake minor window cleaning as required
- To manage waste and recycling
- To ensure the school has a compliance fire safety logbook and that fire evacuations are coordinated every full term

Health and Safety

- To ensure that all working practices comply with current legislation
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures

Administration and Site Support

- To maintain the school's asset register
- To place orders, via administration assistants, for items of housekeeping ensuring stock levels are maintained
- To order repairs and maintenance items in accordance to allocated budget
- To establish and maintain a list of repairs / improvements
- To complete risk assessments
- To support learners as directed
- To drive the school vehicles to transport learners
- To assist the Senior Management Team with obtaining tenders and quotes
- To carry out regular H&S inspections and relevant Risk Assessments
- To carry out other duties of a similar nature from time to time as may be required by the Senior Management Team



Personal Development and Well-Being

- To support ALP School's drive for high standards
- To support and contribute to the school's commitment to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being
- To maintain high expectations of all pupils, respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.
- To demonstrate the ability to liaise sensitively and effectively with parents and carers recognising their roles in pupils' learning.
- To be able to improve your own practice, including observation, evaluation and discussion with colleagues.

Monitoring and Self-Evaluation

- Within the ALP Schools' policies and guidelines, to evaluate work to ensure that it consistently responds to the needs of the schools
- To take action to share areas of strength and remedy any weaknesses

Key Performance Indicators

- Actions and recommendations highlighted in both the schools risk assessments for Health and Safety and Fire
- Record keeping / Compliance of each school
- Aesthetically pleasing schools
- State and repair of each school

Expectations and Values

ALP Schools are committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work in the schools, the post holder will also be expected to:

- Act as an ambassador in schools by supporting our values and expectations.
- Be a significant presence and role model for students and staff and to meet the dress code.
- Follow and where appropriate enact all relevant policies, procedures and guidelines.
- Contribute to development through team planning and review meetings.



All staff have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Special Factors

- The nature of the work may involve the post-holder carrying out work outside of normal working hours.
- The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is subject to a checks being carried out at an Enhanced level by the Data Barring Service regarding any previous criminal record.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



Equality and Diversity Statement

ALP Schools are committed to achieving equality for all those who learn and work with us, and wishes to develop a fair and supportive environment, which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, gender identity (transsexuality), marital or civil partnership status, disability, sexual orientation, religious or political beliefs, age, social class or offending background.

Staff in Human Resources play a critical role in developing, maintaining and supporting equality and diversity in employment. All staff have a legal and personal responsibility to uphold the School's policies.

Equality of opportunity is embedded in the recruitment and selection of staff, training, promotion, performance and development management, induction, probation, and communication and elsewhere. We endeavour to treat people fairly on the basis of individual need and to build a workforce which is diverse.

A variety of training courses, some mandatory, on equality and diversity are organised through our Staff Development.





Person Specification

Education and Qualifications

Hold recognised training/qualifications associated with premises management

Experience or skills in a trade

The ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc

Risk Assessment experience/qualification

Competent at basic building repairs and maintenance

Ability, Skills, Knowledge

Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post

Good communication skills

Suitable numeracy and literacy skills

Good IT skills

Sound planning and negotiating skills



Ability to gather information and problem solve

Ability to manage own time effectively and demonstrate initiative, including establishing priorities

Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests

Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the schools

Ability to adapt to changing and conflicting demands

Ability to be flexible and work as part of a team or individually as required

Ability to demonstrate an understanding of children with special educational needs

Ability to contribute to the life of the school

Ability to adhere to the school's policies and procedures and most importantly the Equal Opportunities policy, Safeguarding / Child Protection policy and all Health & Safety related policies.

Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely

Other

To hold a full driving licence and be willing to drive a school vehicle as part of the role



 **David Cowell - Managing Director**

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