



Inspire, Transform, Together



RECRUITMENT PACK

**Caretaker
Oakhurst Community First and Nursery School**





Welcome to The Heath Academy Trust

and thank you for your interest in joining us.

The Trust is a collaborative group of six primary and first schools, providing inspiring education for pupils from nursery to 11 years in East Dorset. We aim to ensure excellent learning outcomes for our pupils within a framework of strong collaboration and robust school to school support.

This recruitment pack includes:

Our School

A brief outline of who we are and what we do. To find out more about us, visit our school website: <https://www.oakhurstfirst.com>

Job Advert and How to Apply

Please ensure that you complete the online application form via the link on Dorset for You, providing email and telephone contact details for all referees. CVs will not be accepted or considered.

Job Description and Person Specification

The job description and person specification will provide you with a clear idea of the role you are applying for. When completing your application, we ask that you relate your experience and skills to these documents to demonstrate your suitability for the role.

The Trust's Vision Statement and Values

We would like to take this opportunity to share our visions and values with you. To find out more about the Trust, please visit our website: [https:// https://heathacademytrust.co.uk](https://heathacademytrust.co.uk)

General Information

Equal Opportunities

The Heath Academy Trust and Oakhurst Community First and Nursery School are committed to equal opportunities and an Equal Opportunities Monitoring Form is included as part of the application form.

Safeguarding

The Heath Academy Trust and Oakhurst Community First and Nursery School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an enhanced security check performed by the Disclosure & Barring Service in line with the Government's safer recruitment guidelines and will be offered the position subject to this and satisfactory references.

Visits to the School

Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01202 871577** to arrange your visit or to discuss the post further.



Oakhurst Community First and Nursery School

"From Tiny Acorns Mighty Oaks Grow"

Oakhurst Community First and Nursery School is a warm, happy, nurturing environment where children can grow and flourish.

The staff are a dedicated team who are committed to providing a broad, rich curriculum, along with an exciting range of enrichment and extra-curricular activities which enables all of our children to develop a love for learning and reach their full potential.

To enable our children to grow from tiny acorns when they join us in Nursery, to mighty oaks as they leave us at the end of year 4, we aim to ensure strong values are instilled within us all. Everyone in our school community is caring and respectful at all times. We nurture our children to become confident, independent and resilient learners with the belief that they will achieve their dreams and goals. We provide learning opportunities that allow our children to be inquisitive, fascinated and develop awe and wonder in the world around them.

The staff and children promote these values through our school vision:

From Tiny Acorns Mighty Oaks Grown
Caring, Resilient, Confident, Wonder



Job Advert

Job Title:	Caretaker
School Name:	Oakhurst Community First and Nursery School
Location:	Shaftesbury Road, West Moors, Dorset, BH22 0DY
Hours:	10 to 15 hours per week With a minimum of 7.30am to 8.30am and 4.30pm to 5.30pm Monday to Friday (inclusive) during term time Hours worked during school holidays to be negotiated. Annual leave to be discussed.
Salary Range:	Dorset Grade 5, SP5 to SP6 (£25,583 to £25,989 per annum; pro rata)
Pension:	Local Government Pension Scheme
Contact:	Ann Clark – Head Teacher E: office@oakhurstfirst.com T: 01202 871577
Closing Date:	Friday 28 November 2025
Interview Date:	TBC
Start Date:	ASAP

The Heath Academy Trust and **Oakhurst Community First and Nursery School** are seeking to appoint a **Caretaker** to help us take care of our school site. This integral role will be 10 to 15 hours per week (term time and holiday periods), carrying out a range of duties to contribute to the security, safety and maintenance of the school premises, under the general supervision of the Headteacher (or other nominated supervisor).

The successful candidate will be the main keyholder and expected to open up and lock up, Monday to Friday, checking the site is safe, secure and ready for each school day. They will be key in maintaining the property, identifying any issues and liaising with contractors. Whilst no formal qualifications are required for this role, someone with an existing knowledge of premises management, maintenance and repair, with a good awareness of health & safety policies and procedures would be extremely beneficial.

If you possess the necessary passion and skills, we encourage you to apply for this exciting opportunity.

We are committed to ongoing improvement and provide continuous support for our staff with high quality CPD. The successful candidate will understand the importance of whole school continuity and progression across all areas of our provision.

Further details about this role can be found on the job description and person specification included in this recruitment pack and more information about the school can be found on our website: www.oakhurstfirst.com. Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01202 871577** to arrange your visit or discuss the post further.

In line with Keeping Children Safe in Education, all applications must be completed using The Heath Academy Trust's application form and returned via email to office@oakhurstfirst.com. CVs will not be accepted or considered. References will be sought as part of the shortlisting process, prior to interview selection. Please ensure referees are able to provide a full reference rather than a standard statement of employment time. You should provide the email and telephone contact details for all referees – thank you.

The Heath Academy Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. As part of the safer recruitment check, online searches will be conducted for all shortlisted candidates. The search will be purely based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Job Description

Job Title:	Caretaker
Location:	Oakhurst Community First and Nursery School
Reporting To:	Head Teacher
Hours:	10 to 15 hours per week With a minimum of 7.30am to 8.30am and 4.30pm to 5.30pm Monday to Friday (inclusive) during term time Hours worked during school holidays to be negotiated. Annual leave to be discussed.
Salary Range:	Dorset Grade 5, SP5 to SP6 (£25,583 to £25,989 per annum; pro rata)

Main Purpose of Job:

To carry out a range of duties to contribute to the security, safety and maintenance of the schools premises, under the general supervision of the Head Teacher (or other nominated supervisor)

Main Duties & Responsibilities

- As the main keyholder to be responsible for the security of the school premises and to assist the Head Teacher in making any arrangements to cover periods of absence of other keyholders
- To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems, as required. Responding to security alarm or other call outs in accordance with agreed procedures
- To arrange regular checks on alarm systems and fire extinguishers and report on any problems arising
- To identify and report building, furnishing or fittings deficiencies to the Headteacher and to undertake any remedial action that may be authorised and appropriate
- To be responsible for taking the delivery of stores, goods and equipment and arrange storage or distribution as required
- To undertake a range of handyperson duties as directed by the Headteacher to contribute to the maintenance of the school premises, and its furnishings, e.g. remedial painting and decorating (within the height of 3.35 metres); repairs to fittings and small scale improvements, fitting shelves or notice boards.
- To clean defined areas of the school premises, together with any emergency cleaning needs
- To maintain staff and pupil cloakroom and toilet facilities in working order and that appropriate supplies of consumables are available
- To set out/put away furniture for school events, and undertake general portering as required by the Head Teacher
- To make appropriate arrangements for the collection of school waste
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy

Knowledge and Skills

- No formal qualification requirements are needed but some previous experience of health and safety procedures and supervision of premises is required

Supervision and Management

- The postholder will often be required to work without direct supervision due to the time of work and/or nature of the duties

Problem Solving and Creativity

- Identifying and responding to any problems arising from machinery and equipment breakdowns, or other incidents occurring out of school hours
- Identification of health and safety hazards throughout the school premises

Key Contacts and Relationships

- Daily contact with the Headteacher (or other nominated supervisor) and cleaning staff. General contact with other school staff and contractors/suppliers

Decision Making

- Making appropriate arrangements for repairs to be carried out, as authorised by the Headteacher responding in line with agreed school policies and procedures

Resources

- Tools, cleaning equipment and chemicals will be used. Basic understanding of the operation of school alarm and heating systems will be required. Training and appropriate personal protective equipment will be provided

Working Environment

- One form entry first school consisting of six classes including a nursery.
- In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture
- Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets, including clearance of vomit and excrement
- Site maintenance activities will require some outdoors work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur

Additional Duties

- The post holder will be required to carry out any other reasonable duties required over and above those listed above, in order to promote the ethos and profile of the school and ensure the wellbeing of its children and staff

Person Specification

Job Title:	Caretaker
Location:	Oakhurst Community First and Nursery School
Reporting To:	Head Teacher
Hours:	10 to 15 hours per week With a minimum of 7.30am to 8.30am and 4.30pm to 5.30pm Monday to Friday (inclusive) during term time Hours worked during school holidays to be negotiated. Annual leave to be discussed.
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	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications	Commitment to undertake further training	English and maths GCSE (or equivalent) level 4 (grade C) or higher Health and safety training Recent safeguarding training	Application form
Experience	Experience of premise, repair and maintenance	Experience of caretaker role within a school setting (or similar)	Application form References
Attributes	Professional, calm, proactive, fair, adaptable, confidential		Interview
Inclusion	Commitment to inclusion and equality		Application form Interview
Teamwork	Willingness and ability to work as part of a strong school team.	Experience of working within a school setting.	Interview
Safeguarding	DBS enhanced.	Safeguarding training and an understanding of safer working practices.	References
Communication	Good verbal communication Good written communication in standard English.	Knowledge and experience of IT programs to support learning and communication.	Interview Application form



Our Vision Statement and Values

Who We Are

On 1 December 2015, six schools in East Dorset formally joined together to create The Heath Academy Trust providing education for pupils from nursery up to the age of 11 in East Dorset. These successful schools had worked collaboratively for several years and combined in order to capitalise on the benefits of being in a multi-academy trust in enhancing the learning experience for all pupils. The schools within the Trust are committed to improving teaching and learning.

The six schools are:

St Ives Primary and Nursery School

St James' CE First Schools and Nursery, Alderholt

St Mary's CE First School and Nursery, West Moors

Oakhurst Community First and Nursery School, West Moors

Sixpenny Handley First School and Nursery

Three Legged Cross First and Nursery School

Our Vision Statement

The Trust aims to provide a high quality, inclusive and effective learning environment producing an excellent performance from our children, and to engender a love of learning and a passion for excellence in all areas of school life. We will define a culture of high aspiration, to champion equality for all children and support clear lines of accountability, underpinned by strong, tailored school improvement and management systems within a professional learning environment.

Our Values

- Inspire
- Transform
- Together

