



Hatton

Special School

Caretaker

Application pack

Job description

and

person specification

Welcome from the Headteacher

Thank you for your interest in the post of caretaker at Hatton Special School. We plan for this role to be based at our newly refurbished upper school site at Park Avenue in Ilford.

This is an exciting time to join us as we are growing to provide much-needed additional specialist SEND places for Redbridge pupils. The building will be handed over to us in June, ready for opening to pupils in September 2026.

As headteacher at Hatton I feel privileged to work with such an amazing group of pupils and a friendly, committed and talented staff team. We currently have 199 pupils on roll, most with a diagnosis of autism. As a growing school we will soon have 250 pupils in our school, across our two locations. We are a large school but you will soon discover that we are a warm and welcoming community, and you will quickly feel part of the Hatton family.

As a caretaker your role is vital in making sure the school is ready for pupils and an encouraging environment for learning. You will work closely with the school business leader and leadership team to help keep the environment safe, clean, well maintained and welcoming for everyone. You will support with tasks such as basic repairs, checking the site is safe and responding to maintenance needs as they arise.

We recently updated our curriculum purpose and vision. This says that we aim “to light the fire of curiosity and enquiry in the mind of every pupil” all staff in our school have a part to play in making this happen. We hope this is a vision you can help us achieve. Your work will help ensure our school is a safe and welcoming place, giving pupils the best possible start to their learning every day.

We are committed to providing a good induction and ongoing training so that all staff can be successful in their roles. We have high standards, but we also value our staff and understand the importance of feeling supported and appreciated.

Our website offers further information about our school, and we encourage you to visit if you can. If visiting is difficult, we are happy to arrange an informal conversation. Please call the school and ask for Meraph Kiflay, our Assistant School Business Manager.

We are proud of our school and place our pupils at the centre of everything we do. By joining our team, you will be helping us make a real difference to the lives of our very special young people.

I hope you decide to apply, and we look forward to learning more about you and what you can bring to Hatton.

Yours sincerely,



Chris Smaling

About Hatton Special School

Who we are: we are a community dedicated to making a difference in the lives of our pupils. Working with families and other professionals we do all we can to prepare our pupils for a successful future.

Our purpose is clear: to light the fire of curiosity and enquiry in the mind of every pupil.

About you: everyone at Hatton is a team player. Whatever role someone has in the school their work contributes to our pupil's success.

Our values: you will need to share our values: respect, learning, compassion, honesty, growth, responsibility and diversity.

What's in it for you: you will soon appreciate that your hard work and passion is making a real difference. It will not always be easy, but we think you'll always feel it's worth it.

About your role

Job Title	Caretaker
Grade	LBR5
Hours Of Work	05:45-13:30 Monday – Thursday 05:45-13:15 Friday (36 Hours - £32,535) 11:00-18:00 Monday – Friday (32.5 Hours - £30,680) 34 x 52 weeks (All Year Round)
Start date	As soon as possible
Reporting to	School Business Leader

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Job description

Main purpose

Under the direction of the School Business Leader: assist in the provision of maintenance of school grounds and site thereby ensuring a safe environment for all stakeholders

Duties and responsibilities

- Undertake external cleaning duties including, litter picking, sweeping, apparatus cleaning and small scale gardening tasks
- Assist with minor simple repairs of school grounds
- Under the direction of the caretaker, undertake activities to maintain safe and clean external environment e.g. gritting
- Ensure the maintenance of a clean and orderly working environment
- Report faulty equipment and other maintenance issues to the School Business Leader
- To form and maintain appropriate relationships with personal boundaries with children, parents and colleagues.
- To understand and comply with the school's Equal Opportunities Policy.
- To be aware of and comply with all policies and procedures including child protection, health and safety and security, confidentiality and data protection.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals/agencies through establishing constructive relationships and communication.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To uphold the values and ethos of the school to be PROUD (Professional, Respectful, Organised, Understanding and Dedicated) and contribute to the wider school community in Learning, Growing and Achieving Together.

- The above duties and responsibilities are not exclusive and you may be required to undertake further duties as may reasonably be expected within the grade and skills of the post holder.

Person specification

Essential knowledge and skills
Qualifications & Training
Willingness to undertake induction training
<p>Experience</p> <p>Experience of monitoring and liaising with contractors and suppliers.</p> <p>Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by the school cleaning staff.</p> <p>Handyperson or DIY experience.</p> <p>A working knowledge of school heating systems.</p> <p>Caretaking/cleaning/site-keeping experience in a school or similar environment.</p> <p>Knowledge of ICT and other specialist equipment/resources.</p> <p>Knowledge of moving and handling procedures.</p> <p>Working knowledge of relevant policies/codes of practice/legislation.</p> <p>Knowledge of COSHH regulations.</p> <p>Knowledge of health & safety requirements of a school or other public institution.</p> <p>Demonstrate knowledge of security methodology for both building and grounds without risking the health and safety of the school community.</p> <p>Ability to relate well to children and adults.</p> <p>Able to communicate clearly too all sections of the school community both verbally and in writing.</p> <p>Team leading skills</p>
Other Criteria
Enhanced DBS check.
Attendance at governing body meetings on a regular basis.

Able to perform the physical tasks required by the post, including: carrying and pushing cleaning trolleys, waste bins and vacuum cleaners; lifting and moving chairs, desks and other school furniture.



*'Lighting the fire of curiosity and enquiry
in the mind of every pupil.'*

Hatton Special School
Roding lane South
Woodford Green

Essex IG8 8EU

 020 8551 4131

 Hattonsspecialschool.co.uk