



**theHammond**

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# Caretaker



Thank you for your interest in this key role as The Hammond continues to build upon its powerful and prestigious history.

This is an exciting time to join The Hammond as it further develops the plethora of courses offered to students from GCSE and A Level study, expert dance, and musical theatre training as part of the Trinity Diploma, specialised Theatre Arts training, to the rigour of our Musical Theatre Performance degree in collaboration with the University of Chester.

Alongside our small class sizes, excellent results, and the outstanding range of opportunities on offer, we feel that our greatest strength lies in our friendly, supportive, and nurturing ethos, encouraged by excellent staff and student relations and a highly supportive parent body.

The Hammond is the North West's leading provider of performing arts education and the UK's oldest vocational dance school. Hammond students are encouraged and trained to be curious, independent, resilient young people who develop leadership skills, potential and talent to compete at the highest level. The Hammond offers a full and exciting curriculum alongside outstanding vocational training for students aged 11 – 19; beyond this The Hammond offers a Bachelor of Arts degree course in Musical Theatre Performance to prepare students for the musical theatre industry at a professional level.

The Hammond is a boarding and day school that prides itself on strong pastoral care; nurturing, guiding, and inspiring every student to be the best possible version of themselves. Here at The Hammond, we are passionate about providing the best possible vocational training in dance, drama, acting and music, alongside an enriching academic curriculum.

We offer a stimulating and challenging creative environment in which we actively encourage young people to adopt lifelong learning skills that will enable them to flourish and thrive in their chosen discipline. We recognise and value achievement; Hammond alumni can be seen performing and teaching in the West End, Broadway, motion pictures, national tours, and teaching across the globe. Housed in the historic Hoole Bank House and surrounded by beautifully landscaped grounds, our campus comprises several performing arts centres with a 420-seat industry-standard theatre and 19 state-of-the-art dance and music studios, including a professional recording suite.

Situated on the outskirts of Chester, The Hammond is located within an hour of Manchester and Liverpool international airports and is two hours from London by train. At The Hammond, young people are fully supported to explore and reach their potential, whilst recognising the importance of cooperation, acceptance, and friendship.

I hope the information provided gives you a sense of what to expect at The Hammond and encourages you to want to be part of our vibrant community.

**Jennifer Roscoe MA (Oxon)**  
Principal

**Job Role:** Caretaker

**Accountable to:** Facilities Manager

**Salary:** The Hammond's Own Pay Scale

#### **JOB PURPOSE:**

The Caretaker is responsible, together with the estates team, for the opening up, closing down, security, general maintenance and upkeep of the Hammond Estate to ensure that the Hammond has the most suitable working environment for its pupils, students and staff and their activities.

#### **MAIN RESPONSIBILITIES:**

The job holder is part of a small team reporting to, and working closely with, the Facilities Manager. The Caretaker will be responsible for key holding, and securing grounds and buildings, setting up and breaking down areas, security, general maintenance, new works and other varied roles required of the estates management team within a performing arts, academic and boarding environment.

The job includes the following roles and responsibilities: -

- 1 On a rota basis be responsible for opening the grounds and buildings within the Hammond Estate and checking all facilities to ensure that they are safe and suitable for their daily purpose.
- 2 On a rota basis be responsible for closing the Hammond Estate ensuring all buildings and grounds are vacated, secured and alarmed.
- 3 On a rota basis carry out Key Holder duties being on standby for callouts for fire or intruder activations or major incidents (e.g., major water leaks etc). The job holder will endeavour to operate in a manner that will help minimise call outs and the associated need for a member of staff to attend site.
- 4 On a rota basis, attend open days, performances, and events to undertake car parking, traffic management, security and caretaking duties.
- 5 Setting up and breaking down performance, academic and event facilities.
- 6 Identifying any safety or maintenance issues, making safe and reporting to the Facilities Manager.
- 7 Resolving general maintenance issues under the instruction of the Facilities Manager within technical capabilities or by assisting other members of the estates team.
- 8 Communicating with pupils, students, staff, and visitors in a friendly and courteous manner with high levels of customer service and a “can-do” positive attitude.

- 9 The job holder must ensure that they are fully aware of the Hammond Health & Safety, Safeguarding and other relevant policies and procedures, undertake relevant mandatory training and annual refresher training.
- 10 The role holder will be expected to undertake training on a genie mobile access platform for use in the theatre and ensure that safety regulations are always followed when using this.
- 11 Dependent on technical maintenance experience, the post holder will be expected to develop their skill basis over time to enable them to make good and repair minor defects and contribute to minor new works which occur within the Hammond environment. Training and mentoring will be given to develop this if required.
- 12 The role holder will be expected to carry out any other reasonable duties associated with this role and that of the estates team.

#### **STANDARDS:**

- To support
- Support the senior management in implementing the ethos and wider philosophies of the Hammond.
- To ensure health and safety procedures and safeguards are always observed.
- To attend team, INSET and staff meetings, open days, carol concerts and other events when required.
- To promote goodwill and foster good relationships with parents, members of staff and visitors to ensure the smooth running of day-to-day activities.
- To set a good example in terms of punctuality, dress code and attendance.
- To work flexibly on a rota system with other members of the estates team.

#### **REQUIREMENTS:**

- Possess previous experience in a caretaking or maintenance role is desirable, but not essential.
- Be proficient in basic electrical, plumbing, carpentry, painting, or decorating work.
- Have a good grasp of Maths and English.
- Have a qualifications in maintenance/building/caretaking or similar would be an advantage.
- Experience of working with children or young people (paid or voluntary), for referencing purposes would be an advantage.
- Can demonstrate knowledge of specific technical, health and safety, and security issues in schools.
- A patient approach towards working with children and adults alike.



- Effective communication skills, both orally and in writing, and able to work to deadlines.
- A strong work ethic, the ability to work flexibly as part of a team of technicians, and a professional attitude.
- Can take initiative and work independently..
- Hours are 40 per week, 8.5 hours per day worked over 7 days on a rota system.
- 30 days holiday allowance plus bank holiday

*The Hammond is committed to safeguarding and promoting the welfare of children. As such, the successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS). The Hammond is an equal opportunities employer.*