



# Drapers' Academy



## Caretaker Application Pack

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RESPECTFUL

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KIND

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PURPOSEFUL



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## Principal's Welcome

Dear Applicant,

I am proud and privileged to be Principal of Drapers' Academy and alongside a committed and passionate staff, work hard to provide the best educational opportunities for all of our pupils, students and their families. Drapers' Academy's vision statement makes clear that our mission is both to maximise academic attainment and support our young people to lead fulfilling lives and we achieve this by ensuring we have the highest expectations of staff, teachers and all of our pupils and students.

Over the past two years the Academy has gone from strength to strength and this was recognised when Ofsted visited us in March 2025. We secured good judgements for all areas and Inspectors noted the following:

- The school is highly ambitious for their pupils
- Pupils follow a broad and well-considered curriculum
- Pupils are safe here and their individual needs are well understood
- The school's high expectations of behaviour are clear and well understood
- Pupils learn what it means to be a pupil of Drapers' and to embody the school's values

We have a hugely experienced and committed staff who are focused on ensuring that all pupils and students succeed and enjoy coming to school. Over the last two years our A level and GCSE results have shown significant increases, and in 2024 our progress at A Level was the second highest in the local authority, and we were in the top 50 schools nationally for improved progress at GCSE.

One of our most important developments over the last three years has been a relentless focus on building a positive culture within the Academy and this is based around our three core values. At Drapers' we are Purposeful, Respectful and Kind. All within our community are expected to adhere to these values to ensure that the Academy is both a great place to learn and a supportive and positive place to work. I believe there are a number of things that make working at Drapers' Academy both positive and rewarding:

- Membership of the EAP
- Free, secure car parking
- Eye Care scheme
- Cycle To Work scheme
- Local Government Pension Scheme

If you are committed to playing a part in transforming the lives of young people, if you are passionate about what you do, and if you can both challenge others and respond positively to challenge, I look forward to reading your application.

Good luck and best wishes

**Gillian Dineen**  
Principal





## Benefits of Working at Drapers' Academy

We know our staff are key to our success. Whether you are a newly qualified teacher, a returnee to the workplace, support staff or an aspiring school leader, the Drapers' Multi-Academy Trust can support and develop your career. We believe in creating collaborative working environments where our staff can reach their full potential. Our schools are at the heart of our local community and work together to ensure staff feel valued, supported and are able to maintain a healthy work-life balance.

At Drapers' Academy we have a clear vision to deliver high standards of education, and staff are well supported by a committed and supportive Middle and Senior Leadership Team, as well as from our Sponsors, The Drapers' Company and Queen Mary University of London.

Employees of Drapers' Academy enjoy many benefits:

### LIFESTYLE WELLBEING



**Events:** Opportunities for staff to attend celebratory events hosted by our sponsor The Drapers' Company, including events at Drapers' Hall in Central London.

**Physical Fitness:** As an employee of Drapers' Academy, you will have free access to our on site gym.

**Location:** Work at our state-of-the-art campus, surrounded by acres of countryside. We offer secure, free, onsite parking, as well as being a short bus journey away from Harold Wood Station (Elizabeth Line).

### FINANCIAL WELLBEING



**EAP Membership:** Free access to the Employee Assistance Programme, provided by the Education Support Network, offering support, information and advice.

**Eye-Care:** We offer our staff a generous eye-care support scheme, with contributions towards eyesight tests and new spectacles.

**Cycle to Work:** We are proud to provide our staff with access to the Bike2Work Scheme, offering up to 42% savings on bikes and equipment.

**Pension:** Membership to either the Local Government Pension Scheme for support staff or the Teachers' Pension Scheme for teaching staff.

### MENTAL WELLBEING



**Wellbeing Committee:** We have a staff-led team, with a budget dedicated to providing staff wellbeing initiatives throughout the year. The committee also organise regular social events away from work.

**Small Class Sizes:** Our class sizes average 25 pupils.

**Work/Life Balance:** No retrospective book marking.



## Our Site Team

The maintenance team is made up of 3 staff who work together closely to ensure the smooth running of the school. The team is directly line managed by the Vice Principal for standards and inclusion but work with all the staff and the pupils in the school.

The site was opened in 2012. We are fortunate to have a large site that includes wide ranging facilities: 2G/3G artificial pitches, an activity studio, climbing wall fitness suite and football pitches. We are building a Site Team that reflects the Drapers' Ethos of being Kind, Respectful, and Purposeful. As part of our trusted and dedicated team, we are looking for individuals who demonstrate:

Punctuality • Reliability • A positive, can-do attitude

The role within the Academy is varied; from opening the premises and conducting visual checks throughout the building and performing basic maintenance tasks, including:

- Plumbing
- Carpentry
- General DIY
- Applying basic IT skills for routine tasks

## Drapers' Academy Key Information

### Pupil Numbers

**1207**

Year 7 - 11: **1019**  
Sixth Form: **188**

### Pupil Premium

**45%**

### SEND

**12%**

EHCP: **3%**  
SEND Support: **9%**

### First Languages

English: **75%**  
Lithuanian: **4%**  
Romanian: **4%** Polish: **2%**  
Other Languages: **15%**

### Ofsted 2025

Drapers' Academy was assessed as Good in all areas of inspection by Ofsted, in March 2025. Below are a selection of observations Ofsted made of our school. The full report can be found on our website.

- *"Pupils are safe here and their individual needs are well understood. They are fully included and happily welcomed to the school community."*
- *"The school is highly ambitious for their pupils."*
- *"Teachers are experts in their subjects and present information clearly."*
- *"Pupils learn what it means to be a pupil of Drapers' and to embody the school's values of kindness, respect and purpose."*
- *"The school provides relentless support for attendance."*
- *"Staff enjoy working at the school. They feel well supported and appreciate the steps taken to reduce their workload. Staff at all levels value their opportunities for professional development."*





## Job Description

### Job Title : **Caretaker**

<b>Reports To :</b>	Site Manager
<b>Location :</b>	Drapers' Academy, Harold Hill RM3 9XR
<b>Hours :</b>	Full Time, 52 Weeks ( <i>Part Time contract also a possibility</i> )
<b>Contract Type :</b>	Permanent
<b>Salary :</b>	Full time - £29,434 - £29,855 (Actual Salary) OR Part time - 20 hours - £16,352 - £16,586 (Actual Salary)
<b>Staff Line Managed :</b>	None

### Purpose of the Role

To ensure the school premises, grounds, and facilities are maintained to a high standard, providing a safe, clean, secure, and welcoming environment for pupils, staff, and visitors.

### Key Responsibilities

#### 1. Premises Maintenance

- Carry out routine repairs and maintenance (painting, carpentry, plumbing, minor electrical tasks) as directed by the site manager or senior leadership team.
- Identify defects, damage, or hazards and report them promptly.
- Ensure classrooms, corridors, and facilities are kept in good working order.
- Support larger maintenance projects as required.

#### 2. Compliance & Safety

- Complete daily/weekly/monthly health & safety checks (For example: fire alarms, emergency lighting, water flushing, building inspections).
- Assist with audits and risk assessment implementation.
- Maintain accurate records of checks and repairs.

#### 3. Site Security

- Open and/or lock up the school buildings and manage alarms.
- Monitor site access and ensure security.
- Respond to call-outs if required.



## **4. Cleaning & Hygiene Support**

- Provide support to the cleaning team when necessary.
- Ensure external areas are safe and clean, including during adverse weather.

## **5. Grounds Maintenance**

- Maintain lawns, hedges, play areas, and sports surfaces.
- Support waste management and litter clearing.

## **6. Operational Support**

- Prepare rooms for events, exams, and meetings.
- Accept deliveries and manage stock movement.
- Assist with supervising contractors on site.

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Principal within the grading level of the post, the competence of the post holder and the context of the duties of the post holder.

This job description is subject to annual review.



*Drapers' Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance, an online check, and other relevant employment checks.*

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## Person Specification

### Essential Skills & Experience

- Experience in a maintenance, caretaking, or facilities role.
- Basic skills in plumbing, painting, decorating, carpentry, or general DIY.
- Ability to carry out manual handling tasks safely.
- Understanding of health & safety practices (COSHH, manual handling, risk assessments).
- Reliable, punctual, and able to work independently or in a team.
- To be able to use computers and software.
- Good communication skills.
- Willingness to undertake training.

### Desirable Skills & Experience

- Experience in a school or educational setting.
- Knowledge of statutory compliance checks (fire safety, Legionella, PAT testing).
- Experience using building management systems.
- Full UK driving licence.

### Personal Attributes

- Practical, proactive, and solution-focused.
- Takes pride in maintaining a high-quality environment.
- Flexible and able to adapt to changing priorities.
- Professional and courteous with staff, pupils, and visitors.
- Commitment to safeguarding and child welfare.





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## Drapers' Multi-Academy Trust

### Vision

Drapers' Multi-Academy Trust strives for educational excellence, community engagement, and holistic development across its schools, ensuring that every child has the opportunity to succeed and flourish.

### Mission

#### *Empowering excellence, embracing diversity*

Our mission at Drapers' Multi-Academy Trust is to provide a transformative educational experience that empowers pupils to reach their full potential. Through collaboration, innovation, and a commitment to inclusivity, we strive to create a nurturing environment where every individual is valued and supported. By leveraging the rich heritage of the Drapers' Company and the academic expertise of Queen Mary University London, our schools cultivate dynamic learning environments that inspire every pupil to achieve their goals. Our overall ambition is to nurture resilient, compassionate, and globally-minded citizens who will thrive in an ever-changing world.

### Values

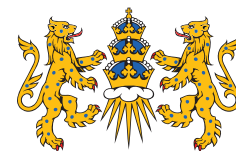
We are an inclusive and ambitious Trust, benefitting from the support of our Sponsors. Through a culture of respect and collaboration, we aim to enhance the educational outcomes and life chances of our pupils and increase the number of learners benefitting from the Trust's resources and expertise.

### Sponsors

Our sponsors are highly experienced and passionate about education.

#### **The Drapers' Company**

[www.thedrapers.co.uk](http://www.thedrapers.co.uk)



Drapers' Multi-Academy  
Trust

The Drapers' Company have been involved in education for over 500 years. They support a range of extra-curricular activities and link the Academy to a wider community across London. A mentoring programme allows pupils to have greater access to employment opportunities and provides informal coaching and support.

#### **Queen Mary University of London**

[www.qmul.co.uk](http://www.qmul.co.uk)

Queen Mary, University of London, is one of the country's leading higher education institutions and is a member of the Russell Group of top universities. The university provides support and expertise to both staff and pupils, particularly in the Academy's specialist areas of science and maths. Student ambassadors from the university regularly visit the Academy providing support to pupils and an insight into higher education. There are regular visits to their main campus based on the Mile End Road for pupils to experience life at university. As a co-sponsor, Queen Mary, University of London guarantees a place to all Academy Sixth Form students who achieve the required entry grades.





## Drapers' Academy

### Total Capacity

1,250 Children

### Building Floor Size

10,000 sq metres  
(2½ acres)

### Year 7 - 11

1050 Pupils

### Sixth Form

200 Students

### Grounds

23 Acres

### Sports Pitches

3 Grass Pitches  
All weather Astroturf  
Netball and Hard Courts

### Indoor Climbing Wall

### Exercise Suite and Gymnasium

### Theatre and Dance Studio

### Year 7 Dedicated Area

### Exclusive Sixth Form Area



### Drapers' Academy

Settle Road, Harold Hill RM3 9XR

### Principal

Ms Gillian Dineen

### Chair of Governors

Mr Simon Gaskell



# www.drapersacademy.com

01708 371 331 • Drapers' Academy, Settle Road, Harold Hill RM3 9XR

### Transport

The local train stations are Harold Wood and Romford. These trains are run by Greater Anglia.

There are several local bus routes with a stop at the top of Settle Road. These are the 174 and the 496.

