



RISEDALE

SCHOOL

A family of learners

RECRUITMENT PACK

September 2025

Dear Candidate,

SUBJECT: Recruitment Pack – Caretaker and Groundsperson

Thank you for your interest in the Caretaker and Groundsperson post at Risedale School. I hope you find the information you require within this recruitment pack.

Risedale is a fairly small community school with a fantastic, tight-knit staff, a wonderful group of young people and a clear but determined agenda to make sure that every pupil is looked after, challenged and ultimately leaves ready for a positive future. We are at an exciting point in our journey; the school has entered a phase of change with improvements in progress and the opportunity for everyone to make a difference. We are absolutely committed to no young person being left behind and are passionate about ensuring that the quality of education (including enrichment) is excellent. We are also proud of our connections with the military and seek to capitalise on this and our community partnerships.

Our aspiration is that every pupil and staff member is supported to be the **BEST** version of themselves. Members of our Risedale family will feel a strong sense of belonging and accomplishment as a direct result of attending our school. They will accumulate knowledge, cultural capital and social skills, such as empathy and kindness, enabling them to thrive in society and enjoy healthy **RELATIONSHIPS**. All our pupils will make good progress from their starting points. At whatever stage of their education Risedale pupils leave us, they will be well-equipped to take the next steps on their journey to becoming a **RESPONSIBLE**, **RESPECTFUL** and **RESILIENT** citizen who can embrace change and learn from mistakes.

If you decide to apply, please do so using the Risedale Job Application Form, utilising the 'Supporting Evidence and Further Information' sections to detail how your knowledge, skills and experience meet the requirements for this post, what you can bring to this post and why you wish to work at Risedale. Please do not send a CV or apply through a recruitment agency.

Return your application either via email to jobs@risedale.org.uk or alternatively post your application to Mrs L Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, DL9 4BD. Please ensure your application arrives no later than 23:59 Sunday, 28th September 2025. Please mark your envelope 'Caretaker' in the top left-hand corner.

I hope you will accept my thanks in advance for your interest in the post, and excuse my discourtesy in responding only if you are shortlisted for an interview.

I look forward to hearing from you.

Yours sincerely,



Mrs L Greenwood Headteacher



JOB INFORMATION

JOB TITLE	Caretaker and Groundsperson
SALARY / GRADE	Grade E Points 6 to 9 (£25,183 - £26,409)
HOURS	37 hours per week
CONTRACT TYPE / TERM	Established, Full Year, Full Time
TO START	As soon as possible
CLOSING DATE	23:59 Sunday, 28th September 2025
INTERVIEW DATE	Monday, 6th October 2025 (TBC)

Do you take pride in maintaining and improving a safe, clean, and welcoming environment? We're looking for a proactive caretaker and groundsperson to join our team.

Risedale School is a thriving and dynamic secondary school committed to providing an exceptional learning environment for our pupils. We are seeking a dedicated and skilled team member to oversee the efficient and safe operation of our extensive school premises and to maintain our grounds.

This is a pivotal role that requires an eye for detail with excellent practical skills and a commitment to maintaining high standards across all aspects of our facilities. You will be instrumental in ensuring our school remains a safe, welcoming, well-presented and inspiring place for our pupils, staff, and the wider community.

The Role:

The Caretaker and Groundsperson at Risedale is responsible for maintaining the security, safety, high standards of presentation and cleanliness of all school buildings and grounds.

Key responsibilities for this role include:

- Acting as a key holder, responsible for locking and unlocking buildings. This will require flexibility to support lettings and respond to emergency alarm calls.
- Undertaking minor repairs, replacing light fittings, moving furniture, and ensuring the grounds are free from litter, debris, and snow.
- Mowing lawns, maintaining hedges and shrubs, marking sports pitches, and applying herbicides, pesticides, and fertiliser.
- Testing the fire alarm system weekly, carrying out informal risk assessments, and ensuring all duties are performed in line with health and safety regulations.
- Welcoming contractors, collecting waste, and assisting with cleaning duties during the school day, if needed.

The Ideal Candidate Will Possess:

- Awareness of health and safety protocols and a general knowledge of basic repairs and maintenance tasks.
- Ability to work with minimal supervision and manage time effectively.
- High levels of motivation, punctuality, and flexibility.
- Good verbal communication skills and the ability to converse fluently in English.
- Experience in basic repairs and maintenance.
- Experience caring for herbaceous borders, flower beds, shrubs, plants, and lawns.
- Experience using basic hand tools.
- Experience working within the grounds maintenance industry and with grass-cutting machinery is also desirable.
- Possession of a current, full driving license.
- Passion for ensuring that the learning environment accessed by young people meets their needs and motivates them.
- An enhanced Disclosure and Barring Service (DBS) clearance is required, along with a commitment to safeguarding children and young people.

How to Apply

An application pack, including a job description and person specification, can be downloaded from our school website: risedale.org.uk/joining-us/recruitment

We welcome informal visits to the school prior to application. Please contact greenwood.l@risedale.org.uk to arrange a suitable time.

Completed application forms should be emailed to jobs@risedale.org.uk or alternatively can be posted to Mrs L Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, North Yorkshire DL9 4BD.

PLEASE NOTE: The school will not accept referrals/CVs from supply or employment agencies for this post.

Closing date: 23:59 Sunday, 28th September 2025

Interview date: Monday, 6th October 2025 (TBC)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will, therefore, be required to complete an enhanced Criminal Records Disclosure. We encourage applications from all sectors of the community.

JOB DESCRIPTION

JOB TITLE:	Caretaker & Groundsperson
PAY:	Grade E Points 6 to 9
CONTRACT TYPE / TERM:	Full Year, Full Time, 37 hours per week, Established
RESPONSIBLE TO:	Facilities Manager
STAFF MANAGED:	None

JOB PURPOSE:	To play a key role in maintaining the security, safety, cleanliness and upkeep of all school buildings, grounds and facilities under the direction of the Facilities Manager, ensuring a secure, safe and hygienic environment for all premises users. To provide care for the grounds, gardens, and playing surfaces, ensuring the health of plants and the pristine appearance of all external areas. To work in close conjunction with the other Facilities team members to play a vital part in the effective management of the site and premises during daytime, evening, and potential weekend use.
SAFEGUARDING STATEMENT	<p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check with child barred list, for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Operational Issues:	<p>Site Maintenance</p> <ul style="list-style-type: none"> • Ensure the security of the buildings and site, undertaking daily security checks • Act as a designated key holder, responding to emergency calls • Locking and unlocking of buildings at predetermined times • Monitor the heating system and report any faults to Line Manager • Responsible for ensuring the building and the site are safe and secure at all times • Ensure outside areas are safe/clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions, e.g., snow. • Receive deliveries to the site and undertake general portering duties whilst on site, to include moving furniture and equipment as required. • Support the maintenance of the buildings by checking and replacing light fittings and undertaking minor repairs (not requiring a contractor) of a range of equipment and buildings.
----------------------------	--

	<ul style="list-style-type: none"> • Assist with cleaning duties if cleaning is necessary during the school day (but not replacing the cleaning duties of the contracted cleaning company). • Collect and assemble waste for collection. • Respond to emergencies, including call-outs (evening/weekends) by the alarm company and liaise with staff and police as appropriate. • Ensure the buildings are safe by identifying any hazards and reporting them. • Support in weekly testing of the fire alarm system. <p>Grounds Maintenance</p> <ul style="list-style-type: none"> • Maintain hedging, shrubs, borders and footpaths and ensure they are clear and free from weeds. • Ensure lawn and grass areas are maintained to a high standard of presentation. • Assist in the setting up of the sports pitches for school fixtures. • Assist with the erection and dismantling of posts, goals and netting, as required. • Support the upkeep of the grounds and pitches, such as marking pitches, athletics track, courts and hard standings as required. • Application of herbicides, pesticides and fertilisers. • Any other horticultural, grounds maintenance or landscaping duties as required. • Maintain and keep records of grounds equipment, tools, etc. • Carry out informal risk assessments on buildings to identify faults/hazards. • Drive, operate and secure all machines allocated for use by site and grounds staff. • Snow clearing and gritting in severe weather.
Resource management/ Buildings and Infrastructure	<ul style="list-style-type: none"> • Participate in the training, development and performance management processes within the school. • Store equipment and products safely and securely. • Order, control stock of, and store cleaning and caretaking equipment and products safely and securely. • Carry out informal risk assessments on buildings to identify faults/hazards.
Communications	<ul style="list-style-type: none"> • Communicate effectively with other members of staff within the school, pupils and members of the public. • Welcome contractors onto the site and check clearances.
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promoting the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	<ul style="list-style-type: none"> • To fulfil the necessary administrative tasks associated with the responsibilities of the post.
Data Protection	<ul style="list-style-type: none"> • To comply with the Council's policies and supporting documentation in relation to Information Governance - this includes Data Protection, Information Security and Confidentiality.
Health & Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee, and where appropriate, any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • Work with colleagues and others to maintain health, safety and welfare within the working environment.

	<ul style="list-style-type: none"> • Perform duties in line with health & safety regulations and (COSHH) and take action where hazards are identified, reporting serious hazards to Line Manager immediately.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility, work in accordance with the aims of the Equality Policy Statement.
Flexibility	<ul style="list-style-type: none"> • North Yorkshire Council provides front-line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Council Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The Council requires a commitment to equity of access and outcomes. This will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and Mistreatment. • The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue	September 2025

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Knowledge <ul style="list-style-type: none"> • Awareness of Health & Safety • General knowledge of basic repairs and maintenance tasks 	
Experience <ul style="list-style-type: none"> • Experience in basic repairs and maintenance • Experience in using basic hand tools • Experience of caring for herbaceous borders, flower beds, shrubs, plants and lawns 	<ul style="list-style-type: none"> • Experience in undertaking general cleaning and caretaking duties • Experience of working as part of a team • Experience in decorating • Experience in maintaining and marking sports pitches • Experience of working within the grounds maintenance industry • Experience of using ride-on and pedestrian grass cutting machinery in a professional capacity • Experience of working with children or young people
Occupational Skills <ul style="list-style-type: none"> • Able to work with minimum supervision • Self motivated • Punctual • Flexible approach • Ability to read and write • Attention to detail • Ability to manage time effectively to complete tasks to a high level • Ability to work both alone and within a team to achieve specified standards • Good verbal communication skills 	<ul style="list-style-type: none"> • ICT skills (e.g., use of Microsoft Office/Google Suite)
Qualifications	<ul style="list-style-type: none"> • NPTC Knapsack spraying certificate, units PA1 & PA6a • City & Guilds level II in Horticulture / NVQ 2, or equivalent • NPTC Chainsaw units CS30, 31 & 36 • Health and Safety Training • First Aid at Work • MIDAS certificate

<p>Other Requirements</p> <ul style="list-style-type: none"> • Current full driving licence • Enhanced DBS clearance • Ability to interact positively and professionally with children and young people • Ability to converse at ease with service users and provide advice in accurate spoken English is essential for the post 	
---	--

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill-specific areas throughout the selection process.



OUR VISION & VALUES

Our aspiration is that every pupil and staff member is supported to be the **BEST** version of themselves.

Members of our Risedale family will feel a strong sense of belonging and accomplishment as a direct result of attending our school. They will accumulate knowledge, cultural capital and social skills, such as empathy and kindness, enabling them to thrive in society and enjoy healthy **RELATIONSHIPS**. All our pupils will make good progress from their starting points.

At whatever stage of their education Risedale pupils leave us, they will be well-equipped to take the next steps on their journey to becoming a **RESPONSIBLE**, **RESPECTFUL** and **RESILIENT** citizen who can embrace change and learn from mistakes.

We are 'The Risedale Family' and together we are 'A family of learners'.

ABOUT US:

Risedale School is a coeducational community secondary school welcoming pupils aged 11 to 16. It enjoys an enviable and growing reputation in its local community. Links with the Armed Forces are strong. The school has one of the largest proportions of Service Children of any secondary school in the UK, and this military connection is an essential part of the school's distinctive character.



OUR LOCAL AREA:

Risedale School is located within the pretty village of Hipswell at the heart of Catterick Garrison, close to the historic market town of Richmond. It is set within a beautiful part of North Yorkshire, close to both Swaledale and Wensleydale. Catterick is a thriving and advancing location offering a choice of affordable and desirable housing opportunities and a unique and close community. Princes Gate Retail Park offers all major amenities, including supermarkets, cafes, shops, a leisure centre and a library. Risedale is just a 5-minute drive from the A1(M), providing easy access to Teesside, York and the Leeds conurbation. Major centres like Darlington are within easy reach for commuters, shoppers or leisure seekers, at around a 30-minute drive along the A1(M).

CHILD PROTECTION:

We are committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them. All applicants are requested to provide, in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form details of any other unpaid work/experience, for example, voluntary work.

Applicants are advised that references will be requested prior to interview, where consent has been given. References should be from "suitable" referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate.

Interviewees are required to bring to interview original documents relating to identity and qualifications.

This school will only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.

As part of a robust safer recruitment process, the school will carry out online searches on shortlisted applicants to identify any safeguarding or suitability issues that can be explored at interview.

At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Partnership, Local Authority and School Child Protection and Safeguarding policies and practice guidance and information on expected probation, safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures. The [Child Protection Policy](http://risedale.org.uk/information/policies) can be found on our website at risedale.org.uk/information/policies.