SCHOOL CARETAKER OF THE YEAR AWARD 2003

(open to all schools who subscribe to ETCS)

Dear Headteacher,

A letter was sent out to all schools a few weeks ago inviting you to nominate your Caretakers/Site Managers for the above award. We have have been getting feedback from a number of schools to say that they have not received this. We have now decided to extend the latest date for nominations to the end of term, Friday 11th April, 2003.

As you will be aware we held our first School Caretaker of the Year Award last year with a presentation ceremony in October in Norwich Castle. This event was the first of its kind to be held in Norfolk and the competition was a great success. Our congratulations go to the School Caretaker of the Year for 2002: Michael Rowell of Fred Nicholson Special School, Dereham.

This year prizes will be awarded in four categories:

- 1. Small Schools (Nursery Schools, Infant Schools and First Schools)
- 2. Junior Schools (Middle Schools, First & Middle Schools, Junior Schools, Primary Schools, and Primary & Nursery Schools)
- 3. High Schools
- 4. Special Schools

Each of the categories will have eight finalists shortlisted (two from each of the four ETCS areas), and the winners and runners up for each category will be selected by independent judges. There will be prizes for the winners in each category. The overall winner, who will be declared Caretaker of the Year will receive a prize and the school will receive a shield to display for the duration of the year.

This competition is open to all Caretakers, Assistant Caretakers and caretaking Site Managers

This is your opportunity to reward your caretaker by showing your recognition of his/her hard work and loyalty. If you would like to nominate one or more members of your caretaking staff, please fill in the attached nomination slip and return it to us by Friday 11th April, 2003, accompanied by a short profile in support of your nomination(s).

Yours sincerely,

L. J. Bower

Carol Bowen Technical Advisor (North and Central Area)

1. P. Leason

Mick Meeson Technical Advisor (Southern Area)

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Colin Makepeace Technical Advisor (Eastern Area)

ME Smit

Maureen Smith Technical Advisor (Western Area)

NOMINATION FORM FOR SCHOOL CARETAKER OF THE YEAR 2003

Please return to: Caroline Graves, ETCS/NCS, County Hall Annex, Martineau Lane, Norwich, NR1 2UQ or fax: 01603 222699

(To be returned by Friday 11th April, 2003)

I wish to nominate my Caretaker/Site Manager (Name)

Name of School:

| Name : (Position) | Date: | |
|----------------------|-----------|--|
| Signature: | | |

We would ask you to attach a short personal profile in support of your nomination. This should take into account the following aspects:

| Appearance | | |
|---|--|--|
| Your working relationship | | |
| Attitude towards the teaching and cleaning staff | | |
| The overall cleanliness of the school | | |
| Ability to maintain records | | |
| Attendance record | | |
| Attitude towards emergency call outs | | |
| Where appropriate, ability to deal with maintenance and DIY tasks | | |

Please include any other attributes that you think are applicable to your caretaker and, if you feel it is appropriate, we would be happy to receive comments and drawings from pupils.

This profile will help us in the first stage of selecting the shortlisted nominations in each category. All the shortlisted schools will be advised and an appointment made for an independent judge to visit the school and talk to the headteacher and caretaker.