Position: Caretaker

Required for 24th April or as soon as possible thereafter

37 hours per week all year round

Grade 2 SCP 15-17 £16772 - £17547

The Head Teacher and Governing Body of this friendly, successful school are seeking to appoint an enthusiastic, skilled and dedicated person to take on this extremely important role.  
  
The person appointed will have total commitment towards maintaining a clean, safe and healthy environment for our young people, staff and visitors.  
  
The main duties will include ensuring the security of the buildings and premises, cleaning of designated areas of the school and working with school staff to ensure the school environment is clean and safe for everyone. He/she will undertake semi-skilled general maintenance and repairs in addition to general caretaking duties and complete other tasks, as set out in the job description.

Please note that all holidays associated with this post will need to be taken during school holiday time and the number of holidays will be calculated in line with Sunderland Council Annual Leave Guidance.  
  
If you can share our commitment to working as a whole school team to provide the best possible learning environment, we would be very pleased to receive your application.

Application forms are available from the school office by email [admin@biddickprimary.org.uk](mailto:admin@biddickprimary.org.uk).  
Visits to school are encouraged prior to submitting an application. To book a visit, please contact Ms. Vicki Mills, School Business Manager, on 0191 2193675

Biddick Primary School safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board procedures. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to an enhanced DBS from the Disclosure & Barring Service. Successful candidates will also be expected to complete the ‘Disqualification by Association’ declaration form in line with our internal safeguarding procedures and in adherence to the Childcare Disqualification Regulations 2009.

Closing Date: 31st March

Shortlisting Date: 3rd April

Interview Date: 5th April

BIDDICK PRIMARY SCHOOL - SITE SUPERVISOR - PERSON SPECIFICATION

|  |  |  |
| --- | --- | --- |
|  | ESSENTIAL | DESIRABLE |
| Qualifications  Evidenced in:   * Application form | * Willingness to undertake relevant training. | * GCSE or equivalent in English and Mathematics. |
| Experience  Evidenced in:   * Application form * Interview | * General practical skills or experience of cleaning or handyman work. | * Experience of working in a school environment. * Use of commercial cleaning equipment. |
| Skills and Knowledge  Evidenced in:   * application form * interview | * Ability to clean and maintain a high standard of cleanliness throughout the school. * Ability to carry out painting, decorating and minor repairs. * Ability to work by yourself and as part of a team. * Ability to lift and carry. * Good organisational and time management skills. * Ability to communicate well. * Good basic literacy and numeracy skills. * Ability to carry out health and safety checks and maintain relevant records. * Ability to respond calmly to emergencies. * Understanding of health and safety. * Basic knowledge of using a computer. | * Competent DIY skills. * Knowledge of Health and Safety policies – including Risk and COSHH Assessments. * Knowledge of heating and security systems. * ICT competencies. |
| Personal Qualities  Evidenced in:   * letter of application * interview | * Taking pride in your work. * Trustworthy and reliable. * Dedicated and hardworking. * Self-motivated and able to carry out duties without supervision. * Ability to take the initiative and manage own work effectively. * Proactive in maintaining own professional development and able to seek help from others when needed. * Committed to school life and our community. * Approachable and able to get along with children, staff and parents. * A good role model. * Flexibility and willingness to work outside of normal hours if required. |  |

**Biddick Primary School Job Description**

Post: Site Supervisor

Salary Scale: Grade 2 SCP 15-17

Responsible To: School Business Manager and Head Teacher

**Purpose of Job:**

* To maintain high standards of cleanliness, security and maintenance of our school premises in order to ensure a clean, safe and healthy environment for all of our young people, staff and visitors.

**Principal Responsibilities**

* To ensure the security of the building and premises in accordance with the specifications of the Headteacher and the Governing Body.
* To assume responsibility for the cleanliness of the whole school building in accordance with the specifications of the Headteacher and the Governing Body.
* To undertake a range of cleaning, decorating and minor repairs to contribute to the maintenance of the school premises.

**Main Duties**

Security

1. Responsibility as main key holder for the site and the first point of contact in an emergency callout situation e.g. responding to fire and intruder alarms, taking necessary emergency measures to ensure the site is secure, liaising with police and the alarm company.
2. Responsibility for the security of the building and their contents, including patrolling the school, opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems are activated accordingly.
3. Monitor on-site traffic and unauthorised parking and trespassing on the school site and reporting any issues as necessary to school management.

Health and Safety

1. To attend appropriate ‘Health and Safety’ training courses when requested.
2. When on site, ensure that areas involved with ‘sickness’ are cleaned immediately and disinfected within a reasonable time scale, and ensure that cleaning staff are aware to carry out deep cleaning.
3. Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use.
4. When purchasing materials, ensure that the manufacturer or supplier submits a safety data sheet. Ensure a completed COSHH assessment request form is then submitted to Corporate Health and Safety Team.
5. To ensure that assessments of all chemicals are requested and that safer alternatives are used when recommended.
6. Control, monitoring, ordering and safe storage of cleaning materials and supplies.
7. Ensure that the SAMOS register is kept up to date and that all contractors are asked to sign before undertaking any duties.
8. To undergo monthly inspection of the site and report any changes in the conditions where asbestos has been identified to exist.
9. To check water temperatures and make records on a monthly basis and weekly shower flushing.
10. To test and record fire alarm systems and emergency lighting.
11. To undergo training in relation to Fire Warden Responsibilities, including examination, safe use and inspection of fire equipment.
12. Carrying out authorised procedures in the event of a fire, flood, breaking and entering, accident or major damage.
13. Maintain maintenance contracts with contractors for Intruder Alarms and Fire Alarms
14. To act upon reports issued from Property Services, prioritising areas within the site that have been identified for works.
15. To carry out a risk assessment of the building and grounds, identifying areas that could potentially cause a risk or accident.
16. Making regular inspections of the premises and meet regularly with the SBM and Headteacher to report any health and safety issues, defects or repairs or maintenance work required at the site.

Cleaning and Maintenance

1. Clean designated area of the school to the highest possible standards. This will include vacuuming carpeted areas, wiping, polishing and dusting, cleaning toilets and toilet areas.
2. Empty and clean bins daily.
3. Straighten furniture and carry out general tidying up.
4. Undertake emergency cleaning of other areas as necessary, including the disinfection of designated toilets where applicable.
5. Regular cleaning of designated areas according to instructions e.g. hall floor to be buffed on a weekly basis.
6. As time permits, cleaning of all light fittings and diffusers where necessary, using appropriate climbing equipment and arrange for collection of safe disposal of all old fluorescent light tubes.
7. As time permits, cleaning of internal and external windows and door glass.
8. Ensuring that adequate supplies of products (e.g. light bulb/florescent tubes, cleaning materials, toilet rolls, hand towels etc.) are available.
9. Liaising with outside agencies including contractors, keeping records of all meetings and telephone calls.
10. Exercising judgement in assessing and carrying out minor repairs.
11. Work with cleaning staff to ensure that school maintains a good level of hygiene and cleanliness.
12. Work and co-ordinate with cleaning staff and contractors during the school holidays to undertake ‘deep’ cleaning of site, for example stripping and buffing designated floors, cleaning of all inside windows within specified cleaning areas and all ground floor external windows and associated paintwork.
13. Escort contractors and when appropriate monitor the safety of their working practices/quality of work and ensure work is completed to the required standards and within required timescales.
14. Undertake a range of handy person’s duties e.g. remedial painting and decorating, repairs to fittings and small scale improvements.
15. Maintain staff and pupil cloakroom and toilet facilities in working order and ensure that appropriate supplies of consumables are available.
16. Regular inspection of Boiler Plant to ensure boiler equipment is in sound working order and monitoring and setting of heating controls and boilers

Grounds Maintenance

1. To ensure that external litter bins are emptied daily and that the site is kept clear of litter and animal excrement.
2. Ensuring that all hard playing areas and paths are free from hazards. Where necessary, make safe any hazards and ensure the area is cordoned off.
3. Weeding of paths, paved areas and gutters etc. as required.
4. Ensuring external rubbish is stored correctly.
5. Snow clearing and gritting of all essential paths as required.
6. Ensuring that all drains and gullies are free flowing and clean. Reporting any blockages to the SBM as appropriate.

Other Duties

1. Facilitate and carry out associated tasks, including the setting up of equipment and or furniture as required and securing the premises after use
2. Set out/put away furniture for school events and undertake general porterage as required.
3. Porterage of goods and materials and movement of furniture and equipment as required.
4. Take delivery of goods and equipment and ensure they are stored appropriately.
5. Ensuring that all rubbish and broken furniture is removed from the building and is taken to bins or to a safe storage area so that it can be disposed of.
6. Taking readings of electricity, gas and water meters and record appropriately.
7. Prioritising and planning by:

Recording planned tasks targeted for the week and producing an overview for the year ensuring working targets are met.

Regularly reviewing work undertaken by attending regular meetings with the SBM or Headteacher.

1. Undertaking reasonable tasks as required by the Headteacher in relation to the building and site.

The Post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The Post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The Post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The Post holder must comply with the Council’s Health and Safety rules and regulations and with Health and Safety legislation.