



Lumley Infant & Nursery School
Great Lumley
Chester le Street
DH3 4JL
Tel/Fax : 01913885292
www.lumley-infants.durham.sch.uk
Head Teacher : Mrs T. A. Wilson



23rd March 2018

Dear potential candidate,

Caretaker Vacancy

We are looking to appoint a highly motivated, caring and enthusiastic Caretaker to join our very successful school.

The successful applicant will be joining an outstanding team of teachers and support staff whose principle aim is to provide a safe and happy environment in which the children can learn and play together.

Application forms and information packs are available and returnable via e-mail from p2108.admin@durhamlearning.net or alternatively available for collection at the school office.

Completed forms should be returned to the school by the closing date, **Wednesday 18th April at 4:00pm.** However, please do not post applications during the school Easter holidays as we do not receive post when school is closed (30 March to 13 April).

Interviews will be held on Friday 27th April.

Thank you for your interest and good luck!

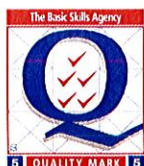
Tracey A. Wilson
Head Teacher

PLEASE NOTE

Durham County Council is an Equal Opportunities Employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community.
Applicants with disabilities will be invited for interview if the essential job criteria are met.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Please note that the Childcare Disqualifications Regulations 2009 apply to this position and therefore you are required to complete the "disqualification by association" declaration form. Should you be successful in your application for this post, your appointment can not be progressed without this declaration.





LUMLEY INFANT AND NURSERY SCHOOL

Safer Recruitment Statement

The School and Durham County Council are committed to safeguarding and promoting the welfare of all children and young people, and require all staff and volunteers to share this commitment.

Applicants are advised that:

- When applying, you must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers. Any gaps in employment will be explored.
- All references will be applied for in writing prior to interview and referees will be contacted to verify their authenticity. A reference pro-forma will be used without exception meaning that open or letter references will not be accepted.
- The School and Durham County Council reserve the right to contact your present employer and any previous employer.
- Candidates will be asked about disciplinary offences, including those which have expired alongside any safeguarding concerns.
- The post for which you are applying is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
- If successful in the selection process, you should be aware that you will be required to undergo an enhanced check carried out by the Disclosure & Barring Service to identify that you are a suitable person to work with children. Further checks will be made at regular intervals thereafter.
- An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position, i.e. classified as working with children. (Criminal Justice and Court Services Act 2000).
- Confirmation of your identity will be undertaken through the production of birth certificate / marriage or divorce certificate / passport, and educational / professional qualifications will be verified.
- The School and Durham County Council will only offer appointments if the above checks are satisfactory; and will allow no unsupervised access to children before completion of all checks.
- Preliminary interviews may be used to ensure applicants have a full understanding of the requirements of the job and its difficulties; young people may be involved in the selection process.

Self-disclosure form: Part 2

For completion by the candidate/person named in Part 1

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Have you ever been known to any children's services department or to the police as being a risk or potential risk to children?	Yes / No
If yes, please provide further information:	
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	Yes / No
If yes, please provide further information:	
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013?	Yes / No
If yes, please provide further information:	
Confirmation of declaration (tick box below)	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
Signature of candidate:	
Print name:	
Date:	



DURHAM COUNTY COUNCIL **DISQUALIFICATION by ASSOCIATION DECLARATION FORM**

Given the nature of work in which you are employed, it is a statutory requirement that you complete this declaration. You must complete this form and return it to your Headteacher as soon as possible. All details must be included on this form.

The DfE has produced guidance 'Keeping children safe in education: childcare disqualification requirements – supplementary advice' as a supplement to the Keeping children safe in education statutory guidance. This incorporates new guidance on Disqualification by association.

This means if a Headteacher receives information that an employee is living with a person who would fall within the category of disqualified the the Headteacher must notify Ofsted within 14 days of the school becoming aware of the situation. The employee can then make an application for Ofsted to consider a waiver to allow them to continue to work.

What is Disqualification 'by association'?

Disqualification 'by association' is where an employee is living in the same household where another person who is disqualified (*) lives or works.

Examples of (*) disqualification are given below:

- Found to have committed a relevant offence against a child.
- Made subject to an order or determination removing a child from your care or preventing a child from living with you.
- Found to have committed certain offences against an adult; for example, murder, kidnapping, rape, indecent assault, or assault causing actual bodily harm.
- Charged with certain offences against an adult, or an offence that is related to another offence, and had a relevant order imposed.
- Included on the list of those who are barred from working with children, held by the Disclosure and Barring Service.
- Made the subject of a disqualifying order.
- Previously refused registration as a childcarer or have had registration cancelled, unless the registration was for non-payment of fees for continued registration after 1 September 2008.
- Refused registration as a provider or manager of children's homes or have had registration cancelled.

A full list of all the circumstances that disqualify people from working with children is available in the Childcare (Disqualification) Regulations 2009.

(<http://www.legislation.gov.uk/uksi/2009/1547/contents/made>)

The grounds for disqualification can be found in the childcare legislation set out above.

It is therefore a requirement that you inform your employer if you live in the same household as an individual who is disqualified from working with children/young people.

PLEASE COMPLETE THE FOLLOWING SECTION:

Do you live in the same household as another person who is disqualified from working with children/young people?

Please state clearly either YES or NO:

Do you live in a household where another person works, who is disqualified from working with children/young people?

Please state clearly either YES or NO:

Details - please provide details with regard to:

Name of the disqualified individual:

Relationship to the disqualified individual:

Details of any order, determination, conviction, or other ground for disqualification from registration under the Childcare (Disqualification) Regulations 2009:

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The date of the order, determination or conviction, or the date when the other ground for disqualification arose:

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.....

Information about the body or court which made the order, determination or conviction, and the sentence (if any) imposed:

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.....

A certified copy of the relevant order (in relation to an order or conviction) (please attach)

Please note that any relevant information passed to the school will be provided to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date the school became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries. This is a statutory requirement.

Failure to disclose an association with a disqualified person may result in the commencement of disciplinary proceedings.

SIGNATURE: **DATE:**

PRINT NAME:

JOB TITLE

EMPLOYEE/PAYROLL REF:.....

I declare that the information I have provided is true and understand that any falsification of information will be judged as serious misconduct and may result in dismissal. I understand that I am required to notify the Headteacher of any changes in respect of this declaration throughout the entire course of my employment.

Please return this signed declaration to the Headteacher.



LUMLEY INFANT AND NURSERY SCHOOL **JOB DESCRIPTION – CARETAKER**

Salary Scale: Grade 2 Point 10-13

Hours: 37 hours per week

Term time:

7:00am – 11:00am (Monday to Friday)

2:30pm – 6:00pm (Monday to Thursday)

2:30pm – 5:30pm (Friday)

Holidays:

8:00am – 4:30pm (Monday to Friday / to include 1 hour for lunch)

These hours are subject to change according to the needs of the school.

Responsible to: Head Teacher

Responsible for: Providing a warm, safe, clean and secure environment in which children and staff can work effectively.

MAIN PURPOSE OF THE JOB

To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment. To carry out other duties as the Head Teacher may reasonably request from time to time.

To work alongside the cleaning staff and ensure that the school premises are cleaned in accordance with the cleaning specification.

To advise the Office Manager/ Head Teacher when the need arises for repairs and maintenance to the premises and furnishings to ensure safe conditions at all times.

To ensure the general security and safety of the school's premises and grounds.

To undertake general portering duties.

To carry out first line repairs and maintenance.

To carry out any other duties required by the school.

SPECIFIC DUTIES

1 SECURITY OF PREMISES

1.1 Daily locking/unlocking of gates, doors, windows.

1.2 Daily setting/unsetting alarm system.

1.3 To be named keyholder for the alarm system and attend when required.

- 1.4 Check perimeter fencing.
- 1.5 In emergencies, securing the premises e.g. boarding up windows etc., liaising with police and requesting necessary repairs.
- 1.6 Ensuring the security of the premises if they are used after hours.
- 2 CLEANING**
 - 2.1 To clean designated areas in the school in accordance with the cleaning specification.
- 3 HEATING**
 - 3.1 Operating heating plant to maintain required temperature in the school and ensure that an adequate supply of hot water is available.
 - 3.2 Carrying out routine procedures of inspection and maintenance in line with the manufacturer's instructions and those of the Property Services Department Maintenance Officer.
 - 3.3 Cleaning vacuum filters of convector units annually.
 - 3.4 Carrying out frost/holiday procedures when necessary.
 - 3.5 Keeping the boiler house tidy and free from combustible materials.
- 4 HEALTH AND SAFETY**
 - 4.1 Checking premises and equipment daily for damage/wear and tear and reporting to the Office Manager / Head Teacher.
 - 4.2 Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
 - 4.3 Checking that electrical equipment, heaters etc. are switched off before locking up.
 - 4.4 Ensuring safe storage of equipment and materials.
 - 4.5 Ensuring that protective clothing is worn, only approved materials are used and that safe methods of work are adopted in line with Health and Safety requirements.
 - 4.6 Attending appropriate Health and Safety training courses when required.
 - 4.7 Snow clearing and salting paths etc. as required.
 - 4.8 Replenishing soap, paper towel and toilet tissue dispensers daily.
 - 4.9 Reporting all accidents to the Office Manager / Head Teacher.
- 5 ELECTRICAL**
 - 5.1 Replacement of light bulbs, starters and cleaning/replacement of light fittings.
 - 5.2 Visually checking plugs, fuses and wiring on electrical appliances as required.
 - 5.3 Fitting/refitting 3 pin plugs where necessary.
 - 5.4 Reporting any major electrical faults to the Head Teacher.
 - 5.5 Complete electrical log-book in line with H&S requirements.
- 6 GENERAL MAINTENANCE**
 - 6.1 Carrying out repairs and maintenance which are not beyond the scope of a competent DIY person. This includes:
 - Unblocking sinks, hand basins, toilets, urinals and waste taps;
 - Replacing tap washers and checking / adjusting ballcocks;
 - Lubricating door and window furniture;

- Fitting and refitting coat hooks, shelves, display boards and notice boards;
- Maintaining and repairing curtain fittings;
- Carrying out minor plumbing repairs.
- Making good damaged paintwork
- Minor repairs

7 OUTSIDE DUTIES

- 7.1 Ensuring that all hard play areas, paths and parking areas are free from litter, glass, weeds, leaves and excrement.
- 7.2 Sweeping pathways around school.
- 7.3 Ensuring that grassed areas are free from glass/debris.
- 7.4 Ensuring that all drains, gullies and guttering are free flowing and clean.
- 7.5 Removing or painting out all forms of graffiti as necessary.
- 7.6 Undertake regular checks of outdoor play areas
- 7.7 Undertake minor repairs

8 PORTERAGE

- 8.1 Moving furniture and equipment around the school premises as required.
- 8.2 Preparing the school for meetings, assemblies, events etc. by putting out/putting away chairs/tables and ensuring fire exits etc. are clear.
- 8.3 Receiving inward delivered goods and assist with unloading/storing as required.

9 ADMINISTRATION

- 9.1 Recording meter readings (gas, electricity, water) on a weekly/monthly basis for returns to County Hall – conserve energy.
- 9.2 Requisition of approved cleaning materials, toilet tissue, soap, paper towels, light bulbs and any other necessary equipment or materials.
- 9.3 Complete testing logs in line with fire safety regulations.

10 SUPERVISORY DUTIES

- 10.1 To act as line manager to the cleaner.

11 CARETAKER'S ROLE WITH CHILDREN

- 11.1 The caretaker is expected to support the School's Behaviour Policy, rewarding appropriate behaviour and making relevant staff aware of inappropriate behaviour.
- 11.2 The caretaker is expected to follow school policy regarding care, control and supervision of our children.

PROTECTIVE CLOTHING

You will be issued with protective clothing provided by the school and you must wear these items for your protection. You are to be responsible for laundering, repair etc. and the on site supervisor will decide when articles need replacing. In the case of body spillages, protective clothing will be supplied.

ANNUAL LEAVE

To submit requested holidays to the Office Manager / Head Teacher with a minimum of six weeks' notice. Holidays can only be taken during statutory school holidays, with a maximum of three weeks during the school summer holidays. If a dispute arises, items will be determined by the Personnel Sub-Committee of the Governing Body of the school who will afford you an individual right of appeal.

Leave period: April to April / 26 days per year (rising to 31 days after five years of service)

LEAVE OF ABSENCE

All matters relating to leave of absence will be dealt with by the Head Teacher and/or the Governing Body of the School.

You will be entitled to sufficient training in order to ensure a clear understanding of these duties.

Any other cleaning duties as directed by the Head Teacher, Line Manager or on site Supervisor.

Signed..... (Head Teacher) Date.....

Signed..... (School Business Manager) Date.....

Signed..... (Caretaker) Date.....



Caretaker – Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION	<ul style="list-style-type: none"> ➤ Well-structured letter explaining your suitability for the post (maximum of 2 sides of A4 paper) 		Application Form
QUALIFICATIONS	<ul style="list-style-type: none"> ➤ Basic Literacy and Numeracy skills ➤ Willingness to participate in training essential to the post 	<ul style="list-style-type: none"> ➤ Evidence of continued professional development 	Application Form
EXPERIENCE	<ul style="list-style-type: none"> ➤ Commitment to and pride in previous jobs/roles undertaken 	<ul style="list-style-type: none"> ➤ Experience of cleaning / caretaking in a large environment 	Application Form References
SKILLS, KNOWLEDGE and APTITUDE	<ul style="list-style-type: none"> ➤ Ability to report repairs and to carry out first line repairs ➤ Ability to use tools competently and safely ➤ Excellent communication skills ➤ Good inter-personal skills ➤ Ability to use initiative 	<ul style="list-style-type: none"> ➤ Knowledge of Health and Safety ➤ Joinery skills ➤ Experienced gardener ➤ An understanding that school is central to and embedded in the life of the community 	Application Form Interview References
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> ➤ Pro-active approach to work ➤ Discretion and confidentiality ➤ Ability to use initiative and to prioritise ➤ Excellent team player ➤ Good sense of humour, patience and understanding ➤ Trustworthy, hardworking ➤ A good work ethic 	<ul style="list-style-type: none"> ➤ The ability to work unsupervised and prioritise own workload 	Application Form Interview References