



## **Thornhill Academy**

Thornholme Road  
Sunderland  
SR2 7NA  
Telephone: 0191 5007981  
Email: [Enquiries@thornhillacademy.com](mailto:Enquiries@thornhillacademy.com)

Full time **£17,972 to £18,672 per annum, Grade 2** Required for Mid October, 2018  
On-site detached bungalow available with discounted rent

Thornhill Academy is an 11 to 16 secondary school, with 580 students, which occupies a large site in close proximity to Sunderland City Centre. Thornhill offers students and staff rewarding and deeply engaging experiences, and supports them on their journey to become inspirational and reflective practitioners, improving life for all in our community.

We are seeking a caretaker to work as part of our premises team, covering the operation of the school buildings and grounds mainly from 3.00 p.m. to 8.00 p.m. Monday to Friday and Saturdays from 7.30 a.m. until 2.30 p.m. This work will contribute to the smooth running of the School by carrying out a range of duties including security, supervision of the site and related maintenance activities including general repairs, portage, cleaning and the setting up and dismantling of equipment. We are seeking candidates who have relevant caretaking experience. Ideally, candidates should possess knowledge of relevant legislation in relation to safe working practices and must be able to relate and work well with children and adults.

**Closing date for applications:** Friday 21<sup>st</sup> September, 2018 at 12.30 p.m.

We are committed to safeguarding and promoting the welfare of children and young people and to equality of opportunity. In line with safer recruitment practice pre-employment checks will be undertaken prior to an appointment being confirmed. This post is subject to an enhanced disclosure and barring check. We expect all adults to share our commitment to safeguarding and the health and wellbeing of our students.

Applications to be returned to by post to:  
Thornhill Academy  
Thornholme Road  
Sunderland  
SR2 7NA  
Or via email: [Enquiries@thornhillacademy.com](mailto:Enquiries@thornhillacademy.com)

**Job Title:** Caretaker

**Grade:** Grade 2 - £17,972 to £18,672 per annum

**Job Location:** Thornhill Academy

**Academy:** Consilium

**Responsible to:** Headteacher / School Business Manager

**Job purpose**

The Caretaker is responsible for:

Providing support to the Headteacher, Senior School Staff with specific responsibilities for Security, Site, Premises, Grounds, Health & Safety and General Maintenance

**Purpose of Job:**

- To ensure that the site and grounds are maintained at all times in a safe, clean and healthy state for pupils, staff and visitors and other users of the site facilities.

**Principal Responsibilities**

- To ensure the security of the premises in accordance with the specifications of the Headteacher and the Governing Body.
- To ensure the lighting and heating of premises in accordance with the specifications of the Headteacher and the Governing Body.
- Ensuring the premises is open for use as and when required in accordance with the specifications of the Headteacher and the Governing Body, and securing the premises at the end of each day/hire period.
- In conjunction with the School Management Team, to assume responsibility for the maintenance of the whole school building in accordance with the specifications of the Headteacher and the Governing Body.
- To be responsible for covering the out of hours lettings programme, ensuring that the booked facilities are open 15 minutes prior to occupation and all areas are clean and safe for the hirer. At the end of the letting, up to 30 minutes are allocated to check and clean where necessary in order for the school to be ready for the following day and all letting areas used are left in a clean and safe condition.

**Main Duties**

**Security**

- Responsibility as a key holder for the site. Be a point of contact to undertake associated call out duties, if available. For example, respond to fire and intruder alarms and take necessary

emergency measures to ensure the site is secure. Notify the Police of any damage to the building, obtain a crime number, and secure the building if necessary.

- Monitor on-site traffic reporting any issues as necessary to school management.
- Responsibility for the security of the building(s) and their contents including patrolling the school, opening and locking of gates and doors, ensuring that windows are locked and secure and security systems are activated accordingly
- Requesting unknown persons on site to provide proof of identity to prevent trespassing on premises, referring to the Headteacher and the police where necessary; where appropriate, to prevent unauthorised parking on the school site.
- Maintain maintenance records for Intruder Alarms, Fire Alarms, CCTV and Emergency Lighting

### **Health and Safety**

- To attend appropriate 'Health and Safety' training courses when requested.
- To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways.
- 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. To be responsible for the immediate removal of any hazardous materials eg animal excrement, broken glass etc.
- Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use.
- 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.
- To ensure that assessments of all chemicals are requested and that safer alternatives are used when recommended.
- Control, monitoring, ordering and safe storage of cleaning materials and supplies.
- Ensure that the SAMOS register is kept up to date and that all contractors are asked to sign before undertaking any duties.
- To undergo weekly inspection of the site and report any changes in the conditions where asbestos has been identified to exist.
- To check domestic water temperatures and make records on a weekly basis, and other procedures relating to Legionella monitoring, including weekly flushing of little used taps, toilets etc.
- To test and record fire alarm systems and emergency lighting in designated areas on a weekly basis.
- Assist in fire drills once per term.
- To undergo training in relation to Fire Warden Responsibilities, including examination, safe use and inspection of fire equipment.
- To carry out first line repairs and maintenance where requested.

### **Assessments**

- Making regular inspections of the premises and drawing to the attention of your Line Manager any repairs or maintenance work required at the site.

### **Personal Responsibilities**

- To manage and maintain the schools swimming pool and its associated plant including filtration, heating, ventilation and chlorination equipment. All relevant testing of pool water to be carried out as recommended by the ISRM Pool Plant Operators Certificate qualification framework.
- The daily cleaning of the swimming pool, changing rooms and associated areas.
- Clean designated area and undertake emergency cleaning of other areas as necessary, including the disinfection of designated toilets where applicable.
- The maintenance of all specialised floors as appropriate, including application of floor seals where not covered by in house cleaning team.
- As and when required replace light tubes as reported.
- Ensuring that adequate supplies of products (e.g. light bulb/florescent tubes, cleaning materials, toilet rolls, hand towels etc.) are available
- Ensuring that the premises / site is available for out of school activities on evenings and at weekends, including the setting up of equipment and / or furniture as required and securing the premises after use.
- Carrying out authorised procedures in the event of a fire, flood, breaking and entering, accident or major damage.
- Exercising judgement in assessing and carrying out minor repairs and contacting external tradesmen as necessary.
- Work as part of the evening cleaning staff team, cleaning designated areas, assisting in the movement of furniture, removal of refuse etc.
- During the school holidays to undertake 'deep' cleaning of site, for example stripping and varnishing designated floors, cleaning of all inside windows within specified cleaning areas and all ground floor external windows and associated paintwork.
- Maintaining the general up-keep of rooms and corridors. Repair to paintwork, basic plumbing, joinery and so on as required.
- Carrying out duties in connection with building refurbishment and maintenance including joinery work and decorating.

### **Heating Systems**

- Inspection of Boiler Plant twice daily to ensure boiler equipment is in sound working order.
- Reporting failure of the heating plant promptly to the Line Manager.
- Inspection of pipe work, pumps and boilers peripherals and report any issues to the Line Manager.
- The cleaning of all 'M and J' heater filters before the commencement of the heating season where required.
- Take readings of electricity, gas and water meters on a weekly basis, record and forward to School Business Manager.
- Inform School Business Manager of any abnormally high consumptions.
- Check plant equipment is functioning correctly and report any faults to the Line Manager.

### **Grounds Maintenance**

- As part of the Site Team ensure that external litter bins are emptied at least on a weekly basis and that the site is kept clear of litter and animal excrement.
- Undertake grass cutting and strimming duties during the growing season from the stream to the front boundary.
- Weeding of paths, paved areas and gutters etc. as required.
- Snow clearing and gritting of all essential paths as required.

- Ensuring that all hard playing areas and paths are free from hazards and that all drains and gullies are free flowing and clean. Reporting any blockages to the School Business Manager as appropriate.

### **Finances**

- To be responsible for completing requisition request forms for the purchasing of materials and equipment required in line with the Academy Trust finance policies and procedures.

### **Other Duties**

- To line manage the onsite cleaning team.
- To ensure the school is safe and secure.
- Portage of goods and materials and movement of furniture and equipment as required. Accepting delivery of goods and materials for distribution and storage.
- 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.
- Report to Line Manager any malicious internal vandalism.
- Making regular inspections of the premises and drawing to the attention of the Line Manager any repairs or maintenance work required at the site

### **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 Line Manager
- 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 Councils Health and safety rules and regulations and with Health and Safety legislation.

**Name of Original Author:** Ian Redford / Julia Berrystone  
**Date:** 1<sup>st</sup> August 2018

