



“Empowering Everyone to Achieve”



Candidate Information Pack 2021

Caretaker

“Empowering Everyone to Achieve”



Dear Applicant,

Cramlington Village Primary School is seeking a Caretaker to join our happy, committed, professional team in Cramlington, South East Northumberland.

What we are looking for

The ideal candidate will have experience of working in a caretaking role in a school environment, have a good working knowledge of site security and how to manage the site to be safe for children and will have an understanding of health and safety alongside a lot of common sense!

What we can offer

As a school team we can offer you a happy, aspirational working environment with well managed funding that supports positive educational outcomes for our children. Our recent staff survey (Dec 20) states that 100% of our staff team are happy or somewhat happy to come to work everyday. This is backed up by excellent staff attendance throughout the school.

We have a well resourced school, with strong systems and the opportunity to influence those systems as we constantly tweak and refine what we have to

make it the best it can be. The school is committed first and foremost to our children and this thread runs through it. Our children are enthusiastic, caring and they love learning. We self graded 'behaviour' as outstanding recently as part of our self evaluation using Ofsted criteria.

We are passionate about mutual respectful relationships between everyone in our school and everyone does their best to ensure that our workplace is a positive environment. This passion is mirrored by all CVPS staff - as we truly all subscribe to "empower everyone to achieve".

We are looking for a strong Caretaker who is able to keep our children safe and secure, by attending to the cleaning and maintenance needs of the building. We'd like you to bring flexibility in your approach while working alongside others in the team who work together to provide the best environment for our children. There is a small cleaning team of three others to lead, and the locking and unlocking of the building. We have a contract with a security team who are called out as and when needed if it's during anti-social hours. Alongside our compliance manager, there is a strong team of administrative and site management staff who oversee key aspects relating to compliance with statutory building requirements, such as legionella, asbestos and other health and safety elements. You would work in partnership with that team to implement statutory expectations relating to running the school building.

Cramlington Village Primary is a one form entry school, with a 26 place nursery. The school delivers a strong focus on developing emotional well being and a holistic way of addressing our varied pupil needs. We also have access to some strong specialist subject support and a dedicated outdoor learning specialist within the staff team.

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, part of which requires clearance through the Disclosure and Barring Service (DBS). You can find out more about our school and its distinctive ethos on our website: villageprimary.org

I look forward to receiving your application.

Debbie Wylie

Principal

Job Description

Main Responsibilities

CVPS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well being of any child or young person.

Security

- Ensure that the buildings and site are secure, including during out of school hours and take remedial action if required.
- Act as the designated key holder for the school premises.
- Ensure that the security of the property is properly maintained that users have access at the appropriate times and that an appropriate response is made in the event of a property related incident.
- Being a point of contact in an emergency call out situation.
- Facilitate lettings and carry out associated tasks, in line with written agreements.
- Take responsibility for overall security of the school building including locking of windows, shutters and doors, setting of the alarm system and security of the school car park and grounds.

Facilities

- Ensure that clear passage is maintained for fire escape routes.
- Undertake general portorage tasks that ensure the efficient movement of goods, equipment, furniture and other items around the property.
- Ensure that the external areas of the property are kept free of litter and debris, litter and rubbish bins are emptied regularly and main access routes are kept clear of leaves, snow and ice as necessary.
- Ensure that all ventilation, access and exit points operate effectively and that fire fighting appliances are readily accessible.
- As a member of the team undertake cleaning related tasks as allocated.

Maintenance

- Undertake minor repairs (i.e. those not requiring qualified craftsperson) and maintenance of the buildings and site (including some painting and decorating)
- Follow a schedule of repair and maintenance so that equipment, furniture, fixtures and fittings are regularly and systematically checked.
- Complete regular safety checks around the school building and grounds to ensure that health and safety standards are maintained and systematically checked using the adopted school checklists.
- Complete daily, weekly, monthly and annual morning cleaning schedules and ensure that these are maintained.
- Monitor and manage holiday time cleaning programmes.
- Basic grounds maintenance – gardening, snow clearing, salting during adverse weather, litter picking, bin emptying.

Staff Supervision

- Supervise the work of a team of staff, delegate work appropriately, provide clear guidance and motivate staff to achieve service objectives and quality standards.
- Ensure that all staff are trained appropriately and work safely using correct warning signs, wearing protective clothing and safety equipment, being mindful of hazards to other staff and pupils.
- Manage a rota and cover for any absent team members.
- Ensure that staff adopt safe working practices in all aspects of work.

Other duties

- Receive, check, sign for and store delivery items following adopted school procedures.
- Ensure the upkeep and general repair of the school.
- Manage the removal of waste including fulfilment of the schools recycling responsibilities.
- Ensure access to the bins for waste removal companies.
- Monitor consumables and stock and order supplies using the school purchasing system during school holiday time.
- Ensure efficient use of stock and other supplies.

- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately.

Performance Management

The Caretaker will:

- Take part in regular performance management in line with the school performance management systems.
- Act upon feedback and advice and be open to coaching and mentoring.
- Take part fully in the corporate life of the school.
- Undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

General

The Caretaker will take on specific tasks related to the day to day site management and organisation of the school as requested by the Principal; take on any additional responsibilities that might from time to time be determined; and engage with appropriate training opportunities to promote professional effectiveness in this role.

Whilst every effort has been made to explain the main duties and responsibilities to the post, each individual task undertaken may not be identified and all staff will be expected to undertake additional reasonable tasks as directed by the Principal or Vice Principal.

Please note that there are physical requirements of this role which involve activities such as walking, stretching, lifting and operating vacuum cleaners, occasionally working at heights, and floor polishers.



Person Specification

AREA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications	Literacy skills sufficient to read text and write straightforward sentences. Numeracy skills sufficient to undertake straightforward arithmetic function	NVQ level 3 or equivalent in a relevant subject such as caretaking, cleaning and support service, facilities management	Application Form Certificates Interview References
Experience	Experience of fulfilling a caretaker's role or a role with similar area of responsibility attached to caring for a building. Experience of maintaining accurate records. Experience of responsibility for maintenance / repairs to a building.	Experience of managing a fire alarm panel and intruder alarm. Experience of conducting fire alarm tests and drills and emergency light tests.	Application Form Interview References
Professional Development and Training	Willingness to undertake required training including safeguarding, first aid, health and safety.	Safeguarding training Current first aid certificate Evidence of training in at least 2 of the following areas: Health & Safety at Work Risk assessments Fire safety awareness training Fire extinguisher training Work at heights Lone working training Boiler room operation and safety Power tool training COSHH	Application Form Interview References
Personal	Have a flexible approach to work and a willingness to cover regular on-call duties at unsociable hours. Have an optimistic, can do attitude. Demonstrate stamina and resilience. Ability to manage own workload and follow up on tasks without being reminded. A problem solver, delivering solutions.. Able to take pride in and sustain high standards in all areas of work. Excellent record of attendance. Self motivated. Able to follow instructions and carry out duties without supervision. Ability to follow manufacturer's Instructions with regards to chemical cleaning products.		Application Form Interview References

	<p>Strength, dexterity and coordination to use a range of cleaning tools and equipment.</p> <p>Ability to plan and organise staff and resources, including effective use of own time.</p> <p>Resourceful and works with initiative and without constant supervision.</p> <p>Listens, consults others and communicates clearly.</p> <p>Customer care skills.</p> <p>Appropriately follows instructions to achieve set objectives.</p> <p>Reliable and keeps good time.</p> <p>Committed to the provision of quality services to achieve customer satisfaction.</p> <p>Adapts to change by adopting a flexible and cooperative attitude.</p> <p>Supportive and adapts to team working.</p> <p>Demonstrates integrity and upholds values and principles.</p> <p>Promotes equal opportunities and diversity in all aspects of work.</p>		
Skills, knowledge & understanding	<p>Good understanding of the basic principles of site management.</p> <p>Good knowledge of health and safety requirements, manual handling, risk assessment.</p> <p>Practical skills to improve the site and building.</p> <p>Able to communicate effectively (both orally and in writing)</p> <p>Understanding and knowledge of Manual handling.</p>	<p>Experience of using basic power tools and other equipment to make repairs and improvements.</p> <p>Knowledge of anticipating and reducing risk.</p> <p>Understanding and knowledge of legionella awareness, asbestos awareness, statutory signage.</p> <p>Knowledge of the COSHH (control of substances hazardous to health) regulations.</p> <p>Specialised skills in joinery, plumbing or similar.</p>	<p>Interview Task</p> <p>References</p> <p>Application Form</p>

Other	Physically fit enough to complete duties i.e. removal of furniture, sweeping etc. Full, clean, driving licence		Application Form Interview
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