

Caretaker
Diamond Hall Junior Academy

Applicant information pack

Caretaker

September 2021
Grade 2 SCP 4 – 6
£18,933 - £19,698 per annum
37 hours

North East Learning Trust and Diamond Hall Junior Academy are seeking to appoint an enthusiastic and highly motivated Caretaker. The successful candidate will work in a team to maintain our school site and provide a welcoming and safe environment for the whole school community.

You will support the cleaning and maintenance of the school site, duties will include, routine testing, maintenance, ordering necessary supplies and stocks, handyperson activities, opening and securing the school as appropriate.

Our vision is simple and is shared by all schools across the North East Learning Trust family. It is that every child experience excellence every day.

Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence.

The successful candidate will:

- Be a hands-on individual
- Have some understanding of the needs of a school.
- Practical knowledge of basic maintenance tasks.
- The ability to undertake moving and handling of physical objects.
- Be flexible in their approach and work well as part of the team.
- Have ideas and a good sense of humour.

We are committed to:

- A vibrant learning community with enthusiastic and engaging children.
- A positive and caring ethos.
- An excellent learning environment and resources.
- A team of hardworking, dedicated and friendly staff where everyone is valued.

We can offer:

- Opportunity to undertake a professional qualification in Facilities Management.
- National Terms and Conditions of Employment (NJC Green Book).
- Local Government Pension Scheme.
- 31 days annual leave entitlement, plus public holidays.
- An opportunity to negotiate the number of working weeks in the year.
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year.

Deadline:

Closing date: 3rd September 2021. Shortlisting will take place week commencing 6th September 2021. Interviews will take place week on 16th September 2021.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to beverley.ramage@nelt.co.uk
or by post to Beverley Ramage, Primary Support Services Manager, Diamond Hall Junior Academy, Well Street, Sunderland, SR4 6JF.
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Job description

Post title: Caretaker
Responsible to: Site Manager
Responsible for: Supporting with maintenance, security and facility services
Salary Band: SCP 4 – 6

To assist the Site Manager with maintenance, security, and facilities services across the whole school site. To ensure that the school is cleaned and maintained in line with the school's quality procedures and work programs in a safe and efficient manner.

To carry out cleaning duties as and when required. Other duties (but not exhaustive) will include, routine testing, maintenance, ordering necessary supplies and stocks, handyperson activities, opening and securing the school as appropriate.
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Duties and responsibilities:

- To ensure the school is well presented and maintained to a high standard and that the promotion of Health and Safety is enshrined in all activity.
- To ensure the site is accessible and ready for use at agreed times and that the security of the site is properly maintained.
- To advise the Site Manager of repair and maintenance issues, undertaking repairs and maintenance tasks as required.
- To keep all school buildings and grounds secure, including opening and locking of school premises, as well as ensuring all reactive repairs are properly and promptly carried out and reported to the Site Manager.
- To ensure that the heating system is operated and maintained in the approved manner.
- To operate and maintain all ancillary plant and equipment as appropriate.
- To ensure Health & Safety procedures are adhered to, carrying out relevant tasks to ensure compliance with due regard to self, students, staff and visitors, including contractors.
- To ensure that the external areas of the property are kept free of litter and debris, rubbish bins are emptied regularly, and main access routes are kept clear of debris, snow and ice, as necessary.
- To undertake a range of general porterage duties, ensuring goods, equipment, furniture and other items are transported around the property, as required.
- To work with the IT systems as required in the performance of duties (e.g. EVERY)
- To ensure the site is accessible for community use and lettings, as directed by the Site Manager.
- To drive the school minibus, as and when required ensuring the maintenance and service records are maintained. (this may not be applicable in some schools)
- To ensure stock levels of necessary facilities equipment are monitored and maintained.
- To carry out cleaning duties of the school as and when required, including biological hazards.

General

- To provide cover and support to other NELT school sites, as and when required
- To support with call-outs to school site as and when required.
- To build good working relationships with staff, governors, parents and school visitors, volunteers and contractors.
- To return to school between shifts as and when required.
- To work outside normal working hours, including evenings and weekends as and when required.
- To keep up to date with training relevant for your role and school.
- To be a part of the NELT Premises Team.

Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Person Specification
Caretaker

	Essential	Desirable
Education /training	• Good basic literacy and numeracy • Knowledge of Health & Safety legislation relating to the role. • Practical knowledge of basic maintenance tasks. • First Aid qualification (or willingness to undertake)	• Health & Safety qualification • General maintenance qualification • MIDAS qualification (or willingness to undertake)
Experience	• Previous experience in a similar role	• Experience of working in an educational setting.
Aptitude and skills	• Use of initiative to solve straightforward problems • Ability to work alone without supervision and as part of a team • Ability to follow instructions and achieve objective within set deadlines • Good interpersonal skills • Adaptable to change by adopting a flexible and cooperative approach • Ability to use a wide range of tools and equipment • Willingness to participate in development and training opportunities	• Understanding and promoting positive relationships within the wider school community

Personal qualities	• Good timekeeping • An eye for detail • Proven ability to work flexibly • Resilient, tactful and diplomatic even when under pressure	• Full clean driving licence

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust 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.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.