



Caretaker

Grade - £19,698 per annum (SCP 6)
Required as soon as possible
Full time 37 hours per week (Split shifts)
Permanent

Are you looking for a new and exciting opportunity? If so, Heathfield Primary School may just be looking for you...

Heathfield Primary School is a large school with a large site and as such we are looking for a caretaker to join our team.

We don't just need a caretaker – we need someone with high standards who loves to fix, clean, build, unblock, paint, mow, weed and take genuine ownership and pride in our school estate. In return, we can promise a school full of amazing children, a genuine staff team and a well-resourced environment.

If you think you'd like to work with us, please read the job description and complete an application form.

Applications can be requested by calling the school office on 01325 252144 or by emailing admin@heathfieldprimary.com. Completed applications should be returned by post or by email marked for the attention of Miss Charlotte Nelson using the email address above.

Important dates:

Closing date:	Friday 24 th September at 12 noon
Shortlisting date:	Tuesday 28 th September
Interview date:	Thursday 30 th September
Start date:	As soon as possible in the Autumn Term 2021

In line with Lingfield Education Trust's Recruitment & Selection Policy, please note that we are unable to accept CVs – the full application form must be completed and any information provided on CVs will not be considered for short-listing purposes.

This position is whole time i.e. - employees who must work all year round (52 weeks per year), including during school closure periods. These employees will have a leave entitlement of 26 or 31 days which must be taken when the schools are closed. The holiday entitlement runs from April to March, under Green Book terms (i.e. not academic year).

This post is not open to job share.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service) and pre-employment checks will be undertaken before an appointment is confirmed.

Further details are available from Mr. Mark Dipple, Head of School at Heathfield Primary School, or Miss Charlotte Nelson, School Business Manager. Visits to the school are welcomed. Please contact the school office on 01325 252144 to organise a visit or to discuss the position.

POST TITLE :	Caretaker
GRADE :	Scale Point 6 £19,698 per annum
JOB PURPOSE :	To ensure a high standard of accommodation for the children and staff of the school, through ensuring safety checks, cleaning and maintenance are completed.

MAIN DUTIES/RESPONSIBILITIES

Professional Duties

Post holders working to this job description may undertake any of the following main duties and responsibilities (but not necessarily all of them).

1. Carry out minor maintenance repairs / handyperson duties in school buildings and to school equipment as instructed, for example; changing fuses, minor boiler repairs (in line with training provided), removal of graffiti both inside and outside of building, replacing missing screws, oiling doors, replacing door handles, maintenance and replacement of light bulbs, repairing and preparing paintwork, boarding broken windows, unblocking drains, guttering, grates and school toilets, replacement of broken locks / bolts, removal of rubbish and debris – excluding contractor debris, repairing school furniture as required, erection of shelving, notice / display boards, hanging of pictures (please note that this list contains examples only and is not exhaustive).
2. Carry out cleaning duties as required during the operational hours of the day including checking to ensure school grounds are clear of litter and other harmful materials (hypodermic needles, glass, toxic chemical bottles, animal foul).
3. Conduct and record regular testing of alarms in school building(s) including Fire Alarms and Security Alarms.
4. Ensure that all firefighting equipment is regularly maintained and that unrestricted access is available to this equipment and to all fire exits.
5. Maintenance of outside areas of the school grounds including ensuring that all areas are clear of tripping and falling hazards and where evident offending items are removed or protected in line with health and safety standards. This may include the trimming of overhanging branches / trees that may cause potential problems for service users, replacement of outside lighting, and replacement of cracked paving stones.
6. Ensure that school walkways and designated play areas are clear of snow and icy patches in poor weather.
7. Advise contractors on site of school health and safety procedures when carrying out work.
8. Undertake and update energy efficiency records in line with the school policy and procedure (including water, electricity and gas as appropriate).
9. Maintenance of the heating and water system as required including the reporting of major repairs to contractors / service providers as appropriate.
10. Ensure that the building is heated to a satisfactory standard and adjust heating levels according to seasons and holiday periods.
11. Checking, safekeeping and ordering (where appropriate) of school supplies relating to building cleaning, maintenance and security items.

12. Service of any lettings organised by the school, including the setting out of any equipment and / or furniture as required by clients.
13. Responsibility for the security of the school building(s) and their contents including the opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems and fire alarms are activated accordingly.
14. Responsibility of 1st key holder for school and undertake associated call-out duties on behalf of the head teacher on a 24 hours basis. For example, initial response to fire and intruder alarms and take necessary emergency measures to ensure the school building(s) is / are secure.
15. Portage of supplies and deliveries made to the school and the movement of large items around the school as directed by other school staff. Including, when necessary, co-ordination and control of onsite car parking for goods vehicle deliveries.
16. Work with and in co-operation with cleaning staff / contractors during school holidays to undertake 'deep' cleaning of school, for example varnishing / painting floors, cleaning windows.
17. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
18. Contribute towards the ethos of Heathfield Primary School.
19. Work closely with the School Business Manager.
20. To comply with wider Trust policies and procedures as well as Health and Safety policies, organisations statements and procedure, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the School may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Please note that whilst the position is based at Heathfield Primary School, the Trust reserves the right to direct its staff to work across the Trust family of schools, if required.

<p><i>THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.</i></p>
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PERSON SPECIFICATION – CARETAKER

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education				D1	To have served a full apprenticeship in electrical, building, mechanical or equivalent discipline	AF,R,I
Experience & Knowledge	E1	At least 1 years practical experience in building maintenance, heating, ventilating, electrical or similar work	AF,R,I	D2	Caretaking experience at a school setting and knowledge of school policies	AF,R,I
	E2	Experience in the application of Health and Safety legislation	AF,R,I	D3	Experience of serving lettings	AF,R,I
	E3	Experience of cleaning in contract / industrial setting / environment	AF,R,I			
Skills	E4	Ability to respond to changing priorities	AF,R,I	D4	Manual Handling experience and training	AF,R,I
	E5	Ability to work on own and prioritise own work load	AF,R,I	D5	Ladder Safety training and experience	AF,R,I

	E6	Ability to communicate effectively both verbally and in writing to other school staff	AF,R,I			
Personal Attributes	E7	Flexible approach to working arrangements in line with the duties of the post	AF,R,I			
	E8	Willingness to undertake training to advance experience and knowledge and to ensure that up to date procedures and legislation is followed	AF,R,I			
Special Requirements	E9	Ability to comply with the No Smoking at Work Policy and Alcohol at Work Policy	AF,R,I			
	E10	Capacity for independent travel in line with the duties and requirements of the post	AF,R,I			
	E11	Motivation to work with children	AF,R,I,D			
	E12	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,R,I,D			
	E13	Suitability to work with children	D			

	E14	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,R,I,D			
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Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references

