



Caretaker

The Governors of Ringway Primary School are looking to appoint a friendly, caring and highly motivated Caretaker to their school team from July 2024.

37 hours per week

Monday to Thursday 7am to 3.30pm

Friday 7am to 3pm

Permanent Position; Band 3; £23,500 - £23,893 p/a
(following completion of a 6-month probation period)

Advert Start Date:

28th March 2024

Advert End Date:

Closed for applications 3rd May 2024 12:00

Employment Location:

Ringway Primary School

Start Date:

July 2024

Ringway Primary School has lovely children and a dedicated, hardworking team of staff, governors and parents. Further information about the school can be found on their website <http://www.ringwayprimaryschool.co.uk/web/>

It is a very exciting time for Ringway, with the next 18 months seeing the completion of a brand-new school building and landscape.

The successful applicant will be required to provide caretaking duties within the building and around the school site ensuring the school site is secure and that buildings and grounds are maintained, clean and equipment is well maintained.

Requirements:

You will be a highly motivated, focused individual who can work well with others and be able to form strong partnerships. Considerable knowledge of a broad range of practical tasks associated with a caretaking environment are required together with the operation of associated tools and equipment. Knowledge of Health & Safety legislation relating to a caretaking environment is required and you will be expected to undertake relevant safeguarding training.

Security

- Ensure that the buildings and site are secure in terms of maintenance issues, and take remedial action as necessary.
- Ensure that the security of the property is properly maintained, including gates, doors, windows and other security risks are managed effectively and that an appropriate response is made in the event of a property related incident.
- Take responsibility for overall security of the buildings including maintenance of the windows and doors, maintaining the alarm system with the professional contractor.

Facilities

- Ensure that clear passages are maintained for fire escape routes externally.
- Undertake general portage tasks that ensure the efficient movement of goods, equipment, furniture and other items around school.
- Ensure that the external areas of school are kept free of litter and debris and that 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 firefighting appliances are readily accessible and properly maintained.

Maintenance

- Arrange regular maintenance and safety checks.
- Identify and undertake appropriate minor repairs (i.e., those not requiring qualified craftspeople) and maintenance of the buildings and site, including painting and decorating.
- Follow a schedule of repair and maintenance so that equipment, furniture, fixtures and fittings and outside areas are regularly and systematically checked and are safe to be used by staff and children.
- Complete regular safety checks around the building and grounds to ensure that health and safety standards are maintained and systematically checked using the in-house checklists.
- Complete daily, weekly, monthly and annual cleaning/maintenance/checks schedules and ensure that these are regularly reviewed.
- Monitor and manage maintenance programmes that are needed outside of school operating hours.
- Basic grounds maintenance – small gardening duties, snow clearing, salting during adverse weather, litter picking, bin emptying.
- Operating and maintaining all ancillary plant and equipment as appropriate.
- Ensuring that the heating and associated systems are operated and maintained in the approved manner and taking all necessary precautions against cold weather damage.

Other duties

- Undertaking cleaning related tasks as allocated.
- Maintain a safe and secure storage of any tools, ensuring they are kept away from children at all times and stored safely in the agreed, risk assessed spaces.
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to head teacher/business manager immediately.
- Ensuring that adequate stock levels of appropriate supplies are maintained, supplies are distributed as necessary -work with business manager to ensure cleaning and maintenance budgets are adhered to and wherever possible costs are reduced.
- Ensure professionalism at all times both with staff and with parents and external professionals.
- Be resourceful and work with initiative and without constant supervision.
- Other duties appropriate to the nature, level and grade of post.

Performance Management

The Caretaker will:

- Take part in regular performance management in line with the school's performance management systems

- Act upon feedback and advice and be open to coaching, mentoring and taking part in further training relevant to the role.
- Undertake any other reasonable and relevant duties in accordance with the changing needs of the school (new school).

General

The Caretaker will take on specific tasks related to the day-to-day site management and organisation as requested by the Headteacher/Business Manager; 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.

The successful candidate must:

- Have literacy and numeracy skills sufficient to undertake work related tasks;
- Have strength, dexterity and coordination to use a range of cleaning tools and equipment – including lunch hall furniture;
- Demonstrate their ability to plan, including effective use of own time;
- Be resourceful and work with initiative and without constant supervision;
- Be reliable and keep good time;
- Adapt to change by adopting a flexible and cooperative attitude;
- Demonstrate integrity and uphold the school's values and principles.

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 Headteacher.

Please note that there are physical requirements of this role which involve activities such as walking, stretching, lifting and operating cleaning equipment, occasionally working at heights, and using equipment such as ladders, lawnmowers, hedge cutters etc.

Relevant experience in a caretaking environment is desirable and the ability to demonstrate maintenance and DIY skills would be a considerable advantage.

This post is exempt from the Rehabilitation of Offenders Act 1974, however the amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Ministry of Justice website](#). If you are invited for interview, you will be required to disclose all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Informal discussions or visits to the school prior to interview are encouraged.

Please contact Mrs Shauna Davison to arrange a visit on 01670 813463 or via admin@guidepostringway.northumberland.sch.uk