



## **Springfield Junior School**

### **Caretaker (part-time)**

We are looking for an enthusiastic, conscientious and self-motivated person to work with our team. The successful candidate will play a key role in maintaining our site and ensuring a welcoming and safe environment for the whole school community.

#### **Duties will include:**

Carrying out non-specialist building maintenance work, e.g. plumbing, glazing, carpentry, decorating etc., where such work is agreed as being within the reasonable capacity of normal handyperson/DIY Skills with strict adherence to Health and Safety regulations; Cleaning and maintenance of outside areas of the school premises; Responsibility for the security of the school premises; Responsibility for the routine closure of the premises; pool maintenance; Liaison with external agencies that provide services to the school e.g. delivery services.

The successful applicant will be; hard working, enthusiastic and flexible with high standards. They will possess a 'can do' attitude and be willing to support the activities of the school. The ability to work with a range of people is essential and they must be able to act on own initiative, dealing with any unexpected problems that arise. Willingness to participate in further training and development opportunities offered by the school and QEGSMAT, to further develop knowledge and understanding of the role, are essential.

QEGSMAT is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

If you would like to be part of this exciting new project, please visit [www.qegsmat.com](http://www.qegsmat.com) where you will also find the job description and application forms. Alternately, you can contact us at [hr@qegsmat.com](mailto:hr@qegsmat.com).

To apply for this position please send your completed application form to [hr@qegsmat.com](mailto:hr@qegsmat.com).

**Closing date for applications: Friday 5<sup>th</sup> October 2018**

**Provisional Interview date: 11<sup>th</sup> or 12<sup>th</sup> October 2018**

**Actual Salary: £17,513 FTE (Pro rata £8,756 pa)**



## **Springfield Junior School**

### **Job Description**

#### **Caretaker**

|                               |                                  |
|-------------------------------|----------------------------------|
| <b><u>Responsible to:</u></b> | Head-teacher                     |
| <b><u>Based:</u></b>          | Springfield Junior School        |
| <b><u>Hours:</u></b>          | 18.5 hours a week                |
| <b><u>Salary:</u></b>         | £17,513 FTE (Pro rata £8,756 pa) |

#### **Main purposes of the job**

- Working under the direction of the Head-teacher to be responsible for the general maintenance, cleanliness and security of the school and to maintain the premises (both internally and externally) in a clean, safe, sound and secure condition for staff, pupils, parents and community users.
- Maintain the security of the premises and its contents (including the operation of fire and burglar alarms and keyholder responsibilities), lighting, heating and cleaning of premises (including the maintenance and operation of plant) and providing portage and defined handyperson duties and other duties arising from the use of premises.

#### **Main responsibilities and tasks**

##### **Security**

1. Be an additional key holder and to be responsible for the routine closure of the school and the setting of alarms and occasional non-routine opening of the school.
2. Provide a first point of contact for all visitors to the site when on duty and to be responsible for ensuring that all visiting contractors and deliverers act in accordance with the health and safety policy.
3. Ensure proper security and adherence to the health and safety policy at all events held outside of the school day, including meetings, open evenings, lettings and special events.
4. Maintain security of the premises together with its contents, attend to the Intruder Alarms where applicable, board up and make secure the building(s) following acts of vandalism.

5. To patrol the site to check for hazards, damages and intruders when opening and closing and to record any actions.
6. To liaise with Contractors as appropriate, regarding access to the site, monitor and log the progress of the work and ensuring that work is carried out to the required standard, as appropriate.
7. Ensure that all lights, heaters and gas controls within school are kept in good working order are turned off at night before locking up.

### **Storing materials and goods**

1. Ensure the proper and safe storage of all equipment and materials.
2. Ensure the proper maintenance of all machinery related to the above categories.
3. Maintain records (e.g. COSHH), auditing all stock related to these categories and any maintenance/repair of equipment.

### **Repair and maintenance**

1. To carry out a regular schedule of inspections throughout the buildings, and action plans for modifications and improvements. Including lighting, ventilation, time keeping, fire-fighting equipment and heating systems.
2. Make and record repairs within the job's remit and manage contractors to complete their work and to ensure that the work has been completed in a proper and timely manner and comply with all health and safety rules.
3. To be available to attend in cases of emergency outside the working week, e.g. intruders, adverse weather conditions and fires, etc in line with the Academy policy and procedures for emergency cover.
4. Immediately report any defects to the Head teacher or School Office Manager and take any remedial action if possible.
5. To provide and assist in dealing with matters concerning building maintenance, including internal decoration and basic plumbing and joinery work.
6. Respond to maintenance issues during out of school hours if required and on call.
7. To maintain the school gardens.

### **Portage**

1. Undertake any necessary portaging duties in line with correct handling policies eg setting up seating in the school hall for a performance, putting out tables for a social event in the hall and the movement of PE equipment etc.
2. Manage and assist with all deliveries to the school, ensuring the proper storage and distribution of all goods, after the admin staff have checked them.

### **Health and safety**

1. Be aware of and adhere to all school policies and procedures on health and safety including asbestos management, fire safety procedures, management of legionella and plant and equipment inspections.
2. Be aware of and adhere to applicable rules, regulations, legislation, procedures and policies e.g. school's code of conduct, Equal opportunities policy, COSHH, data protection etc.

3. Ensure duties are undertaken in accordance with the Schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.
4. Assist in all necessary testing and recording of fire alarms, water systems and emergency lighting for the purposes of ensuring statutory compliance.

#### **Pool support**

1. Dose the pool with chlorine and other chemicals daily to maintain required water quality.
2. Maintain all pool plant equipment to ensure water is at the correct temperature and quality for daily use.
3. If required, carry out daily water tests and maintain records.
4. Inform the Head-teacher of any issues with specialist equipment to ensure they are in good repair (hoists, humidifiers, cover etc).
5. Maintain daily checks in the plant room to ensure equipment is in good order, as required.
6. To carry out routine maintenance in the pool block including emptying the pool at intervals to carry out repairs.

#### **Other responsibilities**

1. Monitor stock levels of consumable items such as fuel, grit, toiletries, light bulbs/tubes and cleaning materials and to inform the senior site manager to arrange for the replenishment of supplies in accordance with current procedures
2. Maintain all logs and appropriate records and actions in accordance with procedures.
3. To dispose of waste material in a safe, hygienic manner ensuring that it is available for collection as required.
4. To maintain confidentiality over matters relating to the school, pupils staff or parents.
5. Actively participate in any appropriate training when required.

|            |  |
|------------|--|
| Date:      |  |
| Signature: |  |



## Springfield Junior School

### Person Specification

|                             | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Desirable                                                                                                                                                                                                                                                                                  |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>• Relevant experience in caretaking, cleaning and security of buildings.</li> <li>• Repairs and/or maintenance work skills.</li> <li>• Ability to work as part of a team.</li> </ul>                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Cleaning duties.</li> <li>• Janitorial duties.</li> <li>• Porterage duties.</li> <li>• Dealing with security.</li> <li>• Dealing with the public</li> <li>• Liaising with contractors or workers on site.</li> <li>• Supervisory work.</li> </ul> |
| <b>Skills and Abilities</b> | <ul style="list-style-type: none"> <li>• Ability to relate effectively with children, parents, Governors, staff and various community groups.</li> <li>• Good knowledge of cleaning methods.</li> <li>• Good role model for cleaners and other staff.</li> <li>• Very good understanding of health and safety.</li> <li>• Basic maintenance skills.</li> <li>• Able to prioritise and manage time effectively.</li> <li>• Ability to meet deadlines.</li> </ul> | <ul style="list-style-type: none"> <li>• Minor plumbing.</li> <li>• Basic carpentry/woodwork skills.</li> <li>• Decorating skills.</li> <li>• Gardening skills.</li> </ul>                                                                                                                 |
| <b>Education training</b>   | <ul style="list-style-type: none"> <li>• Good level of literacy/numeracy.</li> <li>• Willingness to undergo future training and development.</li> </ul>                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Specific training for cleaning, caretaking or health and safety.</li> <li>• Swimming pool maintenance and management.</li> </ul>                                                                                                                  |
| <b>Personal qualities</b>   | <ul style="list-style-type: none"> <li>• Very good interpersonal skills.</li> <li>• Flexibility.</li> </ul>                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Patience.</li> </ul>                                                                                                                                                                                                                              |

|                             |                                                                                                                                                                                                                                                                                  |  |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                             | <ul style="list-style-type: none"> <li>• Reliability.</li> <li>• Enthusiasm.</li> <li>• Honesty.</li> <li>• Able to deal with emergency situations.</li> <li>• Smart personal appearance.</li> <li>• Ability to use initiative.</li> </ul>                                       |  |
| <b>Knowledge and values</b> | <ul style="list-style-type: none"> <li>• Awareness of :</li> <li>• Our school ethos;</li> <li>• The different community groups who use the school facilities;</li> <li>• Health and Safety in schools;</li> <li>• Appropriate materials and equipment used with work.</li> </ul> |  |
| <b>Other</b>                | <ul style="list-style-type: none"> <li>• Very good health, attendance and punctuality record.</li> <li>• Physical fitness and energy.</li> </ul>                                                                                                                                 |  |

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_