



## Caretaker

Castle View Primary School and Nursery, Matlock.  
20 hours per week, 52 weeks per year.

We are looking for a highly motivated and enthusiastic person to undertake caretaking duties at Castle View Primary School to work Monday to Friday with occasional sickness/absence cover.

As an integral part of the site team, you will be responsible for site security, general maintenance, handling of deliveries, among other duties.

We offer candidates:

- Support, mentoring and professional development appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.

You will be working with a team committed to embedding excellence in everything we do.

We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

Castle View Primary School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If you would like to be part of this exciting school community, please visit [www.qegsmat.com](http://www.qegsmat.com) where you can apply via TES. If you have any questions please contact us at [HR@qegsmat.com](mailto:HR@qegsmat.com).

**Closing date for applications:** Sunday the 19<sup>th</sup> of September 2021  
**Interview date:** Thursday 23<sup>rd</sup> September 2021  
**Salary:** Scale 3, £19,312 - £19,698 FTE per annum  
**Start date:** To be discussed at interview

## Job Description

<b>Post Title:</b>	Caretaker
<b>Responsible to:</b>	Business Manager
<b>Scale:</b>	Scale 3
<b>Weekly Hours:</b>	20 hrs – Monday to Friday working pattern to be agreed.
<b>Weeks Per Annum:</b>	52

### Purpose:

To maintain the security of the premises and its contents (including the operation of fire and burglar alarms and key-holder responsibilities), lighting, heating, (including the maintenance and operation of plant), providing portorage, defined handyperson duties, and other duties arising from the use of premises.

### Core Duties:

The Caretaker will support the site team in maintaining the security of the premises and its contents including the operation of fire and burglar alarms and key-holder responsibilities and maintenance of lighting and heating systems. The caretaker will also provide portorage and defined handyperson duties and other duties arising from the use of the premises. General Handyperson duties include routine development and maintenance, decorating, repairs and other tasks, which would not normally require the services of an outside contractor.

### Duties and Responsibilities:

#### Site security, heating and Safety-

- 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;
- Attend to the heating of the premises and maintain the required temperatures, and report faults where necessary;
- To be available to attend in cases of emergency outside the working week, e.g. intruders, fire and flood, etc. in line with the Academy policy and procedures for emergency cover;
- Take reasonable care for the health and safety of themselves and others who may be affected by their activities and, where appropriate, to safeguard the health and safety of all persons under their control and guidance in accordance with the provision of Health and Safety legislation;
- Assist in all necessary testing and recording of fire alarms, water systems and emergency lighting for the purposes of ensuring statutory compliance.

#### Resources-

- To work alongside the Business Manager 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.
- Attend to the requirements of the hirers of the premises for the purpose of evening and school holiday lettings; to be available to attend evening lettings as agreed during the week and at other times by prior agreement.

- Give adequate supervision and advice to contractors including cleaning staff in order to maintain high standards of cleaning, security and maintenance.
- Provide and assist in dealing with matters concerning building maintenance, including internal decoration and basic plumbing and joinery work;
- Provide a range of “handy person” duties.
- Ensure that all exterior hard surfaces are kept in a clean, tidy and safe condition – including the cleaning of drains and gully’s as required, and during the winter months, the salting, de-icing of hard surface areas and moving of snow to ensure access to the premises;
- 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.
- 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.
- Undertaking such other duties that are commensurate with the post as directed by the Business Manager or the Head of Establishment.
- To dispose of waste material in a safe, hygienic manner ensuring that it is available for collection as required
- 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.

## METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Every Child Matters initiatives;
- Understand and comply with the academy’s Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy’s Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy’s professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

## Person Specification

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> <li>• Relevant maintenance or</li> </ul>

		trade qualification
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to undertake minor repairs and maintenance including painting and decorating, joinery, plumbing and glazing.</li> <li>• Ability to undertake manual handling tasks such as portorage of furniture and deliveries.</li> <li>• Ability to undertake testing and log keeping to help ensure statutory compliance.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of health and safety legislation and good practice and how they apply in a school environment.</li> </ul>	
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Previous caretaking experience.</li> <li>• Experience of maintenance, handyman or trade duties.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to develop and maintain effective working relationships and work well in a team.</li> <li>• Willing to be flexible in relation to working hours.</li> <li>• Ability to act on own initiative, dealing with any unexpected problems that arise.</li> <li>• Hardworking, conscientious, motivated and enthusiastic.</li> <li>• Willing to develop through appropriate training opportunities.</li> </ul>	