



## **Caretaker**

**Queen Elizabeth's Grammar School**

**Permanent**

**37 hours per week, 52 week per year**

**Pay Scale 3 £21,575 - £21,968 FTE**

QEGSMAT are seeking to appoint an enthusiastic caretaker to join our hardworking and high achieving team at Queen Elizabeth's Grammar School.

Do you want to improve the life chances of all students? Do you want to make an impact in an inclusive school that is moving forward with exciting times ahead?

We are looking for a highly motivated and enthusiastic person to undertake caretaking duties across Queen Elizabeth's Grammar School to work Monday to Friday with occasional weekend and sickness/absence cover.

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

Queen Elizabeth's Grammar School is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

### **Why work for us?**

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.

- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for support staff.
- 22 days holiday rising up to 25 days after five years' service; plus an extra 4 days' leave (known as extra statutory and concessionary)
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the School/Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call our Estates Manager John Harrison on 01335 340830 extension 10542, further details about our school can be found on our website:

<https://www.queenelizabeths.derbyshire.sch.uk/>

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

**Closing date for applications: 24<sup>th</sup> September 2023**

**Interview date: W/C 25<sup>th</sup> September 2023**

**Salary: Pay Scale 3 £21,575 - £21,968 FTE**

**Potential Start date: ASAP**



## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Caretaker</b>
<b>Reporting to:</b>	Site Manager
<b>Scale:</b>	Pay Scale 3 £21,575 - £21,968FTE
<b>Disclosure Level:</b>	Child Workforce - Enhanced, Childs Barred list

### **PURPOSE OF THE POST:**

#### **Purpose:**

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

#### **Main Duties**

The Caretaker will support the Site Manager 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 portage 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, ensure boiler plant equipment is cleaned and maintained in accordance with the specification and report faults;
- 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-**

- Record all deliveries and maintain the required information, replace consumable items and ensure that adequate supplies are maintained to meet the needs of the establishment and the cleaning contractors;
- Attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings; to be available to attend evening lettings as agreed during the week and at other times by agreement;
- Give adequate supervision and directive advice to contractors including cleaning staff in order to maintain high standards of cleaning, security, maintenance and janitorial duties; to maintain the required records of timesheets, attendance records etc;
- 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.

#### **Porterage and Janitorial Provision-**

- Clean designated areas in the establishment and maintain high standards in these areas; maintain floor surfaces in accordance with the requirements of the school’s cleaning/janitorial specification;
- Ensure that all exterior hard surfaces including artificial/turfed areas are kept in a clean, tidy and safe condition – including the emptying of litter baskets, the cleaning of drains and gulleys 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;
- Remove graffiti from internal and external surfaces immediately it is noticed;
- Assist with the cleaning of internal glass and windows where required;
- Clean, where applicable, overhead kitchen canopies and grease traps;
- Set out furniture, examination desks etc, as requested by the school;
- Carry out porterage duties as and when required by the school;
- Undertaking such other duties that are commensurate with the post as directed by the Site Manager or the Head of Establishment.

#### **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 the Keeping Children Safe in Education Policy;
- Understand and comply with the school’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 school policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the school’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.



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**Person Specification – Caretaker**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Qualifications		Relevant maintenance or trade qualification	
Experience		<ul style="list-style-type: none"> <li>• Previous caretaking experience.</li> <li>• Experience of maintenance, handyman or trade duties.</li> </ul>	
Skills	<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>		
Knowledge	<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>		
Personal qualities	<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>		

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_