



Caretaker

Grade: 7 (SCP 23 - 25)

Salary: £21,268 FTE at SCP 23

Actual salary: £14,370 - £15309

25 hours per week

7am to 10am and 4pm to 6pm

52-week contract

Monday to Friday

Contents Page

Foreword from academy Principal	Page 3
Information about the Trust	Pages 4 and 5
The selection process, closing date and interview information	Page 6
Job description	Pages 7 to 14
Employee specification	Pages 15 to 17

Beaumont Primary Academy – Background and Vision

“Adventures in Learning”

Beaumont Primary Academy is a new 4-11 primary, which opened in September 2016. It is situated in the grounds of Moor End Academy in Crosland Moor and near to Beaumont Park. The academy is currently working in a well- equipped and spacious temporary modular building. The permanent academy building will be a multi -million pound, purpose built academy, with state of the art facilities and is being constructed in partnership with Kirklees council. As part of South Pennine Academies, Beaumont Primary Academy is well supported by a successful Trust team led by the CEO, Jane Acklam.

At Beaumont a highly skilled and experienced team of staff are all committed to providing a high quality education for our students. Our expectations are high and we work relentlessly to realise them. Our belief is that all children whatever their background and starting points, can achieve highly. We know that children only get one chance at their education and we have a duty to ensure that at the end of each stage of their education, children are ready and prepared for moving on to the next stage. Alongside the strong focus on attainment, a planned programme of opportunities is in place which will enrich experiences, allowing students to develop their interests, social skills and embrace the community around them, in many areas of learning.

We are committed to using the outdoors both onsite and beyond as a classroom and this is an essential part of the role. We want our children to be truly involved in their education and as such we provide active, engaging and interactive learning experiences. The classroom environment is a fundamental part of the learning experience where children have a sense of ownership and are able to develop as purposeful, focussed and independent learners.

We have well established relationships with our families and the local community. We hold regular family learning afternoons and morning reading sessions, where parents are truly involved in their child's learning journey.

Beaumont Primary Academy serves a vibrant academy community from a diverse cultural and religious background. We want students to be proud of themselves and who they are, whilst having the highest standards of respect and understanding for each other.

Beaumont Primary Academy has the advantage of sharing a site with a high academy, allowing us to plan projects with staff and students from Moor End Academy.

Find out more on our website www.beaumontprimary.org.uk or on our Twitter account @BeaumontPAC

Visits to the academy will be welcomed.

**Debbie Kelly,
Principal**



South Pennine Academies

Sponsorship

South Pennine Academies is the sponsor and works in partnership to raise levels of attainment and aspirations of all students. As sponsor, South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local academies.

The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all academies in the Trust including Beaumont Primary Academy

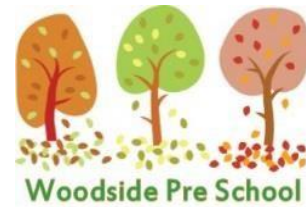
The key to the Academies success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

Students will show good manners, work hard and be honest at all times. They will learn, share and succeed, together.

The Vision:

- To develop a group of closely partnered academies.
- To ensure all academies are world class centres of excellence for teaching, learning and progress.
- To ensure the trust plays a pivotal role in improving the life chances of students.
- To ensure that local solutions and partnerships meet local needs.
- To focus on academy improvement with inclusion and diversity at the core.

South Pennine Academies Partners



THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Caretaker at Beaumont Primary Academy**, then you should:

- Follow the link to complete the electronic application form from the academy website at www.beaumontprimary.org.uk. Please do not complete a Kirklees Application form as they cannot be accepted. If you require a handwritten form to complete, please contact the academy office on 01484 503111.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person / employee specification and the unique contribution that you could make to the future success of the Academy.
- Submit your application as soon as possible via email to office@beaumontprimary.org.uk, hand deliver to the academy office or post back to:

**Beaumont Primary Academy, Moor End Academy Campus,
Dryclough Road, Crosland Moor, Huddersfield, HD4 5JA.**

Time table for the selection process

- Closing date for applications: **Monday 16th October at 9am**
- Interview day: **Thursday 19th October (afternoon)**

Visiting Beaumont Primary Academy

If you would like to visit the Academy please contact Debbie Kelly, Principal, to make an appointment. Visits are welcomed and encouraged.

Successful applicants will be required to undertake a Criminal Record Check via the DBS. Beaumont Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

Purpose of Job

To manage the site on a day to day basis including opening the site, carrying out maintenance, cleaning and ensuring the security of the site. To report any defects and issues to your line manager and positively interact with colleagues, parents and children, in accordance with the ethos of our academy.

Key areas

1. Customer Care
2. Security and Building Operation
3. Defect Repair
4. Contract Control
5. Cleaning Work
6. Waste / Pest Control
7. Handling Goods and Equipment
8. Administration
9. Health and Safety
10. Fire and Evacuation
11. Supervision
12. Letting
13. General

DUTIES AND RESPONSIBILITIES

1. Customer Care

- 1.1 Acting as a responsible adult role model for pupils and being a positive influence with regards to behaviour and attitude.
- 1.2 Being a positive member of the academy staff maintaining good relationships with building users and other members of the academy community.
- 1.3 Acting as an ambassador for the Academy and Trust as a first contact on a wide range of building users
- 1.4 Ensure that all enquiries and visitors to the premises are dealt with in a prompt, courteous and efficient manner as required under the Academy's standards, recognising the wide range of diverse needs and expectations.

- 1.5 Interacting with building users to understand their requirements and advise them on the best way to ensure that they are met.
- 1.6 Setting up efficient and effective booking systems to ensure that all staff can advise whether bookings are possible, or whether there is the need to modify timings or to decline bookings.
- 1.7 Presents a positive image of themselves and the Trust by ensuring that customers receive a courteous and professional service to meet their needs. This includes explaining when things are not possible, giving reasons and suggesting alternatives.
- 1.8 Consideration is given to the building users requirements with measures put in place to ensure that wherever possible they are met, including adjusting room layouts where it is practical to do so.
- 1.9 Responsible for the security of the site including ensuring that unidentified or unexpected people / visitors to the academy or in the buildings, are appropriately challenged to ensure that there are no potential child protections issues or security risks, reporting concerns and liaising with other agencies as appropriate.
- 1.10 Responsible for ensuring that contractors on site work in an appropriate manner in compliance with Trust's policies and health and safety regulations to maintain the health and safety of pupils, building users and visitors.

2. Security & Buildings Operation

- 2.1 Opening and closing premises, facilities and grounds to meet the routine and non-routine requirements of the building's occupants.
- 2.2 Carry out security procedures for buildings, facilities and grounds; i.e. security inspections (lock/unlock doors, activate/deactivate automated alarm equipment), identifying repairs, identifying suspicious occurrences and liaising with police and Authority officers accordingly.

- 2.3 Operating the heating plant so that adequate temperatures are maintained in the premises (subject to the degree of control in the academy) and that a supply of hot water is provided within the statutory temperature range.
- 2.4 Carry out routine specified operating procedures/ inspections and testing on ancillary equipment or facilities and grounds e.g. swimming pools, sewage systems, sewage pumps, cesspits, air conditioning units, compressors etc.
- 2.5 Operating the water, electricity and heating systems to specified standards ensuring conservation measures are taken.
- 2.6 Carry out activities to ensure that reasonable access is possible in times of inclement weather, e.g. gritting, snow clearance.
- 2.7 To attend call outs as required.
- 2.8 Grounds maintenance activities (as appropriate to training and equipment) for example litter picking and weed-killing and planting.
- 2.9 Patrol the grounds and deal with building issues that may arise.

3. Defect Repair

- 3.1 Identifying and collating defects and repairs that require attention and initiating action for their rectification for example graffiti removal; following consultation with their manager and/or working within the agreed budgetary and operational procedures in the academy.
- 3.2 Carry out “first aid” emergency repairs to ensure building security as the need arises.
- 3.3 Within his / her competence, carrying out an individually specified range of repairs and general handyman duties.

4. Contract Control

- 4.1 On behalf of the Principal, premises or location manager ensure the contractors work is undertaken in accordance with the contractual obligations and comply with health and safety requirements

- 4.2 On behalf of the Principal, act as a liaison point to monitor the progress of defect rectification work with contractors to ensure that defects are repaired promptly within agreed timescales
- 4.3 Ensure that the contract cleaners are monitored and ensure that the daily routines are completed properly and in accordance with procedures and that the following standards of the performance contract specification are maintained.
 - 4.3.1 Immediately informing the cleaning contractor of the absence of a cleaner or of any problems with cleaning standards, staff, equipment, materials and methods.
 - 4.3.2 Redirecting cleaning staff in the event of absences, obtaining cleaning contractor approval if overtime is required.
 - 4.3.3 Advising the cleaning contractor if it has not been possible to reorganise cleaning arrangements or to redirect staff to enable arrangements to be made to provide relief staff.

5. Cleaning Work

- 5.1 Organise and perform own cleaning duties to the required standard (i.e. cleaning specification).
- 5.2 Perform occasional non routine cleaning tasks as and when required e.g. window blinds, shampoo carpets, internal windows or outer walls, internal and external surfaces of outer doors and partitions in entrance areas.
- 5.3 Organise any cleaning that could not be foreseen and planned on a routine basis by using cleaning contractors' personnel within the terms of the contract. Approval to be sought from the Principal.
- 5.4 Responsible for stripping, sealing and polishing floor surfaces to meet the building requirements.
- 5.5 Ensure that all footpaths are free from weeds (with or without the use of chemicals).
- 5.6 Ensure ground drain gullies, toilets and sink outlets remain free flowing and clean. Ensure that Litter picking is done on a daily basis.
- 5.7 In the event of snow, frost or minor flooding or similar emergency situations ensure access to at least one entrance to the academy and entrance to the kitchen is provided.

6. Waste/Pest Control

- 6.1 Dispose of rubbish and ensure unimpeded access for refuse collectors to enable bins and containers to be emptied without hazard or hindrance.
- 6.2 Ensure that overnight, the building is clear of all collected rubbish.
- 6.3 Report all evidence of vermin/pests immediately to Principal.
- 6.4 Ensure that all litterbins are emptied when required.
- 6.5 Ensure the site is litter free, as far as is reasonable practicable, using appropriate machinery subject to relevant training.
- 6.6 Responsibility for the collection and storage of yellow bagged clinical waste to a designated safe area and arrange for disposal through the authorised academy representative.

7. Handling Goods/Equipment

- 7.1 To be responsible for ensuring that adequate supplies of fuel and cleaning materials are available. To order, receive and where relevant, store fuel supplies, cleaning materials and cleaning equipment, within a delegated budget.
- 7.2 To organise and assist in the movement of furniture and fittings in support of cleaning and in relocating furniture and fittings to enable individually specified activities to take place during normal building hours as specified by the Principal and as required during periodic clean-downs.

8. Administration

- 8.1 To check and process all relevant timesheets and forward them for payment.
- 8.2 Ensure own timesheets are filled in correctly and pass to authorised signatory to arrange payment.
- 8.3 To report the need for repairs and replacement of cleaning equipment to the cleaning contractor.
- 8.4 Report breakdowns of boiler plant to the Principal.

- 8.5 To inform their manager of any repairs that are required.
- 8.6 To maintain required stock records and carry out stock taking from time to time (at least annually) in accordance with instructions.
- 8.7 To have responsibility for compliancy checks and records with respect to:
- Cleaning contract records
 - Accident reporting
 - COSHH information sheets
 - Defect register
 - Machinery maintenance and operating logs
 - Energy conservation logs
 - Fire equipment logs
 - Risk Assessments
 - PAT Testing
 - Emergency Lighting / Fire Door Inspections / Fire Call Points
 - Other records as specifically directed by his / her line manager.
- 8.8 Setting up and maintaining routines to manage processes.

9 Health & Safety

- 9.1 Take reasonable care of the health and safety of self, other persons and resources whilst at work. Co-operate with management as far as is necessary to enable the responsibilities placed upon the Academy under the health and Safety at Work Act to be performed, e.g operate safe working practises.
- 9.2 Ensure equipment used by caretaking staff is validated and is in a safe and working condition and support the cleaning staff to undertake the same responsibility.
- 9.3 To provide access to the academy's first aid facilities, equipment and telephone.
- 9.4 To ensure that employees of the contractor comply with PUWER / COSHH regulations.
- 9.5 To monitor all relevant Health and Safety Standards aspects within the building as may apply under Health and Safety Legislation.
- 9.6 To identify during the course of normal duties departures from maintained standards and report where necessary.

10 Fire and Evacuation

- 10.1 To ensure that the buildings fixed fire appliances are fitted, accessible and have not been damaged and that safety measures/fittings are not being misused: liaising with fire officers to rectify any deficiencies.
- 10.2 Test fire alarms in accordance with the academy procedures.
- 10.3 To comply with the building emergency procedures with respect to evacuation fire, bombs, etc.

11 Supervision

- 11.1 To have concern for all aspects of the cleaning contractor's staff welfare and to provide guidance and support. To seek guidance if necessary on matters unable to resolve.
- 11.2 Supervise and monitor the standards of work undertaken by cleaning staff and take appropriate action (including accessing suitable training), where necessary.
- 11.3 On a day to day basis organise cleaners to other areas of work resulting from: Unacceptable standards, events/functions which require urgent cleaning and unforeseen occurrences i.e. flood, responding to requests from location manager etc.
- 11.4 Responsible for the maintenance of on site and call out cover. Respond to call outs.

12. Letting

- 12.1 To undertake any lettings previously agreed with the Academy.

13. General

- 13.1 As part of your wider duties and responsibilities you are required to promote and actively support the Trust's and Academy's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

You can find more information about Beaumont Primary Academy's Safeguarding policy on our website. Please visit:
www.beaumontprimary.org.uk

- 13.2 Carry out your duties with due regard to current and future Trust's and Academy's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through Academy communications.

Responsible to: Principal

Responsible for: None

Beaumont Primary Academy

EMPLOYEE SPECIFICATION

JOB TITLE: **Caretaker**

GRADE: 7

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Previous experience of caretaking, or a job which includes similar duties.	Application Form/ Selection Process	A
		1.2	Experience of supervising staff.	Application Form/ Selection Process	A
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Manual Handling training.	Application Form/ Selection Process/ Certificates	B
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of P.U.W.E.R. and C.O.S.H.H.	Application Form/ Selection Process	A
		3.2	Knowledge of effective caretaking and cleaning practices and procedures.	Application form/ Selection Process	A
		3.3	Familiarity with heating boiler operation and safety.	Selection Process	A
		3.4	Knowledge of and commitment to the Trust's Equality and Diversity Policy and how it relates to the duties of the job.	Selection Process	A
		3.5	Knowledge of health and safety working practices.	Selection Process	A
		3.6	Knowledge and qualifications to conduct all health and safety compliancy checks	Application form/ Selection Process	A

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	SKILLS AND ABILITIES	4.1	Practical skills and ability to carry out basic repairs/maintenance.	Selection Process	A
		4.2	Ability to work effectively as both part of a team and as an individual.	Selection Process	A
		4.3	Literacy skills sufficient to be able to complete basic paperwork (eg wage sheets, order forms etc).	Selection Process	A
		4.4	Ability to communicate effectively with staff and members of the public.	Application Form/ Selection Process	A
		4.5	Ability to prioritise work.	Application Form/ Selection Process	A
		4.6	Ability to supervise a team including allocation of work and performance management.	Application Form/ Selection Process	A
5.	ANY ADDITIONAL FACTORS	5.1	Ability to work occasional evenings.	Selection Process	A
		5.2	Ability to move heavy furniture, equipment etc.	Selection Process	A
		5.3	Ability to attend out of hour's alarm call-outs.	Selection Process	A
		5.4	Commitment to undertake continued training and development.	Selection Process	A
		5.5	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	Application Form/ Selection Process	A

		5.6	Acts as a responsible adult role model to the academy community.	Selection Process	A
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Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.