



**Caretaker**  
**Queen Elizabeth's Grammar School, Ashbourne Academy**  
**37 hours a week, 52 weeks per year**

We are looking for a highly motivated and enthusiastic person to undertake caretaking duties at 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.

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.
- An Academy that enjoys state of the art resources.

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.

Queen Elizabeth's Grammar School Ashbourne Academy 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).

<b>Closing date for applications:</b>	Monday 24 <sup>th</sup> May 2021 12pm
<b>Interview date:</b>	Thursday 27 <sup>th</sup> May or Friday 28 <sup>th</sup> May 2021
<b>Salary:</b>	Scale 3, £19,312 - £19,698 FTE per annum
<b>Start date:</b>	To be discussed at interview



## Job Description

**Post Title:** Caretaker  
**Responsible to:** Site Manager  
**Scale:** Scale 3  
**Weekly Hours:** 37 hrs – Monday to Friday Shift cover is required  
**Shift work is required, pattern as follows;**  
**6am-2pm / 8am – 4pm / 2pm-10pm**

**Weeks Per Annum:** 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 and cleaning of premises (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 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 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, ensure boiler plant equipment is cleaned and maintained in accordance with the specification and report faults;
- Attend to the heating of the premises at weekends during the approved winter period i.e. 1st November - 30th April when necessary and as agreed;
- 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-**

- 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;
- Monitor the quality of cleaning of the site and to provide reports to the Principal/Deputy Chief Executive where cleaning is not up to standard;
- 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 Academy’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 gulley’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;
- Remove graffiti from internal and external surfaces immediately it is noticed;
- Assist with the cleaning of internal glass and windows where required;
- Set out furniture, examination desks etc, as requested by the Academy;
- Carry out porterage duties as and when required by the Academy;
- 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 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 trade qualification</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 portage 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>	
Experience		<ul style="list-style-type: none"> <li>Previous caretaking experience.</li> <li>Experience of maintenance, handyman or trade duties.</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> </ul>	

	<ul style="list-style-type: none"><li>• Hardworking, conscientious, motivated and enthusiastic.</li><li>• Willing to develop through appropriate training opportunities.</li></ul>	
--	--	--