



Relief Caretaker

St John's CE Primary School

Permanent

As and when required

Scale 3 - £23,500 - £23,893 FTE (£12.18 - £12.38 per hour)

QEGSMAT are seeking to appoint an enthusiastic Relief Caretaker to join our hardworking and high achieving team at St John's CE Primary School.

We are looking for a highly motivated and enthusiastic person to undertake caretaking duties at St. John's CE Primary School to work on a relief basis.

As an integral part of the site team, you will be responsible for general maintenance amongst other duties.

Our school is in the village of Wetley Rocks in between Leek, Cheadle and Stoke on Trent. Our semi-rural location and single-form entry means we are a smaller school catering for approx. 190 3-11 years. Our school was built in the late 1990's and we have recently invested in our outdoor areas, developing our Forest School provision and more recently our playground equipment.

St John's Ce Primary 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?

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's way we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- 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 26.2% for Staffordshire support staff.
- 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 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 01782 550309. Further details about our school can be found on our website: <https://www.st-johns-wetleyrocks.staffs.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: 7th January 2024

Interview date: W/C 15th January 2024

Salary: Scale 3 - £23,500 - £23,893 FTE (£12.18 - £12.38 per hour)

Potential Start date: ASAP



JOB DESCRIPTION

Post Title:	Caretaker (Relief)
Reporting to:	Headteacher
Responsible for:	General maintenance around the school premises as required
Scale:	Scale 3 - £23,500 - £23,893 FTE (£12.18 - £12.38 per hour)
Disclosure Level:	Child Workforce - Enhanced, Childs Barred list

Purpose:

- Defined handyman duties, and other duties arising from the use of the premises.

MAIN DUTIES:

The caretaker will support the site team in maintaining the school site. The caretaker will also provide defined handyman duties and other duties arising from the use of the premises. General handyman duties include routine development and maintenance, decorating, repairs and other tasks, which would not normally require the services of an outside contractor.

Resources:

- Provide and assist in dealing with matters concerning building maintenance, including internal decoration and joinery work;
- Provide a range of "handyman2 duties
- Undertaking such other duties that are commensurate with the post as directed by the headteacher.
- Dispose of waste materials 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 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 specific – Caretaker (relief)

Criteria	Essential	Desirable	Evidence
Qualifications		Relevant maintenance or trade qualification	Application/ Certificates
Experience		Previous caretaking experience, experience ³ of maintenance, handy person or trade duties	Application/ Interview
Skills	Ability to undertake manual handling tasks Ability to undertake minor repairs and maintenance including painting and decorating, joinery, plumbing and glazing		Application/ Interview/Skills Test
Knowledge	Knowledge of health and safety legislation and good practice and how they apply in a school environment.		Application/ Interview/Skills Test
Personal qualities	Able to develop and maintain effective working relationships and work well in a team. Willing to be flexible in relation to working hours. Ability to act on own initiative, dealing with any unexpected problems that arise. Hardworking, conscientious, motivated, professional and enthusiastic. Willing to develop through training opportunities.		Application/ Interview