



Wheatley Park School

'Everyone Learning - Everyone Caring'

11-18 Academy Converter (May 2014)

1034 on roll 157 Sixth Form

Caretaker

Grade 5 £16781 - £17772

Full time 37 hours per week - 6am Start

Required: Immediately

Wheatley Park is at an exciting stage in its development. We have made strides, enjoyed recent successes and we are ambitious to build on them. We are a busy, friendly and supportive community.

We are seeking to appoint an enthusiastic and hardworking morning caretaker to work as part of our Site Team. We are looking for a colleague who has good people skills and is committed to team working in order to achieve the best level of support for the staff and students in the school community. Our site team are proactive, and trained to do a wide variety of maintenance support within the school, as well as decoration and repair projects during the holidays. It is important that there is a willingness to participate fully in all aspects of the role, as well as participate in health and safety training and testing. This role will require you to start work at 6.00am to open up the school and complete the basic safety checks every morning.

We will offer you the chance to be part of a strong and developing school community working in a supportive environment.

We have a mixed rural and urban intake and we are well supported by our community, who recognise the considerable improvements that have taken place in recent years. Our students are happy at school and motivated to succeed, and our staff work well together, providing a collaborative and professional ethos.

If you would like to know more, or arrange a visit, please contact Mrs Pat Mason (Finance and Personnel Administrator) on 01865 877634 or by email to pmason@wheatleypark.org. We are a member of the River Learning Trust, a schools-led trust, based in Oxford. For more information: www.riverlearningtrust.org.

Full details and an application form can be found on our website: www.wheatleypark.org - Get involved - Vacancies. Please note we can only accept CVs as supporting documentation when submitted along with a fully completed school application form. Please send completed applications to pmason@wheatleypark.org.

Wheatley Park School is committed to safeguarding and promoting the welfare of all children and young people and to preventing extremism. Wheatley Park School expects all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check. Wheatley Park School is an equal opportunities employer.

Closing date: Tuesday 21st November 2017

Interview date: Friday 24th November 2017

Wheatley Park School, Holton, Oxford, OX33 1QH

Tel: 01865 872441 Fax: 01865 877666

www.wheatleypark.org



Wheatley Park School

JOB DESCRIPTION

Caretaker November 2017

Grade 5

Full time (37 hours per week)

Holidays: 24 days per year (below 5 years of service) plus Bank Holidays

Working hours:

37 hours per week

Term time: 6.00.a.m – 2.00. pm Monday to Thursday

6.00.a.m – 1.30.p.m. Friday

(37 hours -- break, half an hour included in above timings)

School holidays: 8.00am -4.00pm Monday to Thursday

8.00am -3.30pm Friday

(½ hour lunch break included)

Responsible to: Site Manager

Job Purpose:

To undertake general caretaking duties and specific refurbishment and repairs in order to continuously improve school environment. (According to training and experience)

Key responsibilities

- Opening up the school every morning Monday to Friday, reporting to the Site Manager any immediate issues, morning health and safety checks of site, e.g, daily monitoring of all Fire Panels, ensuring emergency escape routes and fire exits are clear, removing “trip hazards” from corridors etc, being aware of water leaks, broken windows etc
- Deliveries around the site linked to opening of the school buildings. Invoice and order checks for deliveries reporting to Finance Office.
- Water system and Legionella checks in Water Safety Folders.
- Assisting the team with the tidying of the site and associated jobs

It is assumed that all members of the site team will have access to the following information;

- All site team members will have the information and training to operate the Fire and security alarms, CCTV, and Boiler systems across the school.
- All caretakers will have access to keys for all areas of the site.
- All site team members will have access to maps showing the position of all service meters etc across the site.
- All site team members will have access to a list of crucial service providers and appropriate telephone numbers.
- All site team members will be made aware of and have key contact information with Cleaning arrangements for the school.
- All site team members will maintain the confidence of the Leadership group, and the security arrangements for the school.

It is assumed that all caretakers should be able to undertake the following tasks as and when required by the Site Manager and School Manager on a day to day basis;

- To follow the Site Managers instructions in relation to immediate/emergency needs e.g. flooding of toilets, student sickness, wet weather procedures.
- To undertake specific responsibilities (Fire Marshall) when the Fire/Emergency Alarms and evacuation procedures are operated.
- Periodically test fire bells as required.
- General Site Maintenance.
- Report to the Site Manager any maintenance jobs which they can see need attending to around the school.
- To follow Site Manager's instructions regarding tasks on the day to day job list.
- Furniture removal/setting up and taking down for assemblies, school events.
- Litter and bin clearance as required.
- Sign for and check deliveries as requested .
- Wash school vehicles as required.
- Drive school mini buses on school business as negotiated.
- In relation to training and experience to undertake decoration and minor refurbishment and repair as required by the Site Manager and School Manager .

Other duties and accountabilities:

- Be aware and comply with policies and procedures relating to Safeguarding, health and safety, security, confidentiality and data protection. Reporting any concerns to an appropriate person.
- Be aware and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / work / aims of the school and the wider Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning and development as required.

Training needs:

Manual Handling

Lone Working

Risk Assessment

Personal safety

Fire Marshall

Working at height

Pasma Scaffold Tower construction

County Driving Test for mini bus and van driving around campus and off site.

This job description is illustrative and may be amended in discussion between the post holder and their manager.

River Learning Trust and Wheatley Park School is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.



Wheatley Park School

Post: Caretaker

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/ Training/ Knowledge	<ul style="list-style-type: none"> • Good numeracy and literacy skills • Good communication skills 	
Experience	<ul style="list-style-type: none"> • DIY skills 	Experience of caretaking or premises management, building cleaning or building management Use of cleaning equipment
Aptitudes and Skills	<ul style="list-style-type: none"> • Able to work on own initiative, planning and carrying out tasks required, with an eye for detail • Familiar with basic Health and Safety guidelines and to take the initiative in ensuring the safety of all onsite on a daily basis. • Able to work to deadlines and targets • Able to set priorities and manage progress of own work and competing demands • Able to liaise with the general public 	Able to carry out general repairs
Personal Attributes	<ul style="list-style-type: none"> • Reliable and highly trustworthy • Possess enthusiasm and be self-motivated • Flexibility • Be able to work well alongside others 	Able to deal with members of the public
Circumstances	<ul style="list-style-type: none"> • Able to undertake key holding responsibilities and be able to respond to emergencies during evenings, weekends, etc. • Be physically fit, ie. able to bend, lift, carry, etc. • Has excellent references 	
Equal Opportunities	<ul style="list-style-type: none"> • Understands and demonstrates willingness to promote positively equal opportunities outlined in School Policy 	
Other	<ul style="list-style-type: none"> • To be prepared to undertake further training if necessary • Resilience and stamina • A sense of humour 	Understanding of Child Protection and Safeguarding issues