



THE RADCLIFFE SCHOOL

INSPIRE AND ACHIEVE

CARETAKER

37 hours per week, 52 weeks per annum

£20,380 - £24,222 per annum, depending on experience and skills

Candidate Information



CARETAKER

37 hours per week, 52 weeks per annum

£20,380 - £24,222 per annum, depending on experience and skills

We are looking for a reliable, energetic and organised Caretaker to join our busy team as soon as possible. The ideal candidate will be organised, friendly and a team player and will be willing to work hard around the school site, and use common sense to help keep the site safe, clean and in good repair.

Responsibilities will include caretaking duties, maintenance work (including the grounds), some general and emergency cleaning, emergency repairs, portering and liaising with contractors and school users. Previous experience in a similar role is desirable but not essential. Additional skills, such as DIY, painting and decorating, would be useful.

We are ideally looking for someone who could work Monday to Friday, and who is happy to work a shift pattern (our opening times are between 6am and 10pm). A flexible approach and a willingness to occasionally cover colleagues will be helpful, especially during particularly busy periods, annual leave and absence.

Applicants must be fit and healthy. A clean driving licence would be useful, but not essential.

If you are a team player with a flexible approach and a positive, can-do attitude, and would like to find out more about any of these positions, please go to www.radcliffeschool.org.uk to download information about the post and an application form. The deadline for applications is Monday 20 September 2021.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced Disclosure and Barring Service disclosure. We are an equal opportunities employer.

The Radcliffe School, Aylesbury Street West, Wolverton, Milton Keynes, MK12 5BT

Tel: 01908 682 222

www.radcliffeschool.org.uk

Headteacher: Paula Lawson



Caretaker

Job Description

Job Purpose

We are looking for a reliable, energetic and organised Caretaker to join our busy team as soon as possible. The ideal candidate will have some DIY experience, especially painting and decorating, but this is not essential.

Responsibilities will include caretaking duties, maintenance work (including the grounds), some general and emergency cleaning, emergency repairs, portering and liaising with contractors and school users.

Main responsibilities

- Undertake appropriate repairs e.g. redecorating and fixing.
- Undertake repairs, or have a willingness to learn the skills necessary to make repairs e.g. carpentry, plumbing, changing light bulbs, unblocking drains. To ensure that the general upkeep and maintenance of the premises is safe and fit for purpose.
- Organise and carry out improvement work.
- Under the direction of the Site Manager, carry out periodic testing of whole school safety systems i.e. fire, emergency lighting and portable appliances.
- In collaboration with the Site Manager assist in the operation of a preventative planned maintenance programme and routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- Operation and maintenance of heating plant and lighting systems.
- Lock/unlock school buildings and areas.
- Operate and respond to alarm systems where appropriate.
- Identify defects and record any repair and maintenance requirements, keeping the Site Manager informed.
- Collect and assemble waste for removal, including recycling.
- Set out and put away exam tables and chairs, in accordance with the plan provided by the Examination & Data Officer.
- Undertake emergency & specialist cleaning tasks alongside the routine daily cleaning schedule.
- Provide emergency access to the school site.
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.
- Advise the Site Manager on matters relating to energy control and conservation.
- Contribute to planning, development and organisation of systems/procedures/policies.
- Be responsible for maintaining records, information and data, producing analysis and reports as required.



- Create and maintain a safe, purposeful, orderly and productive working environment.
- Undertake safety audits of the premises including risk assessments as required by the Site Manager.
- Promote and ensure the health and safety of students, staff and visitors at all times.
- Porter duties e.g. deliveries, post, moving furniture and equipment etc.
- Assist in the management, administration and operation of lettings system, ensuring that site safety is preserved during periods of hire and that all users complete the signing sheet every session.
- Support the Site Manager in monitoring and managing stock within an agreed budget, cataloguing resources & undertaking audits as required.
- To ensure good housekeeping of site equipment and materials.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety, equal opportunities, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities as required.
- Create and maintain an up to date Job Handbook.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and development opportunities.
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Establish constructive relationships and communication with staff, parents, students and external agencies.
- Attend and participate in regular meetings, including team briefings.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Promote and ensure the health and safety of students, staff and visitors at all times.
- Work flexibly when required.
- Maintain an up to date Asset Register where appropriate.



SKILLS / PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualification / Training / Competences	<ul style="list-style-type: none"> • Willingness to work flexibly when required. • Willingness to work to a shift pattern. • Good numeracy and literacy skills. • Qualification in first aid at work or the willingness to undergo first aid training. 	<ul style="list-style-type: none"> • Experience in a similar role (eg Caretaking in a school or similar environment) / handyperson or DIY skills • Valid and clean driving licence. • Minibus driver licence or willingness to undertake appropriate training to achieve this. • Qualification in health and safety, fire prevention, IT user certificate (ie ECDL).
Relevant Experience	<ul style="list-style-type: none"> • Previous work in a practical “hands-on” role. 	<ul style="list-style-type: none"> • Previous experience in a school environment.
Knowledge	<ul style="list-style-type: none"> • Use of relevant equipment/ resources • Awareness of Health & Safety procedures and precautions. • Awareness of health and hygiene procedures. • Awareness of moving and handling procedures. 	<ul style="list-style-type: none"> • Knowledge of relevant policies / codes of practice & awareness of relevant legislation. • Knowledge of COSHH regulations.
Skills	<ul style="list-style-type: none"> • ICT literate, with a willingness to develop knowledge of how to use ICT and other specialist equipment/resources. • Ability to relate well to children and adults. • Work constructively as part of a team, understanding school roles & responsibilities and your own position within these. • Ability to identify own training & development needs & cooperate with Line Manager to address these. • Team player but with the ability to work alone reliably. • Strong inter-personal skills, good sense of humour, common sense and trustworthy. • Appropriate knowledge of first aid or willingness to attend course. 	
Special Circumstances	<ul style="list-style-type: none"> • Occasional attendance at meetings outside normal hours. 	

The Radcliffe School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.

The Radcliffe School is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the School’s safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.



HOW TO APPLY

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Jo Moloney, Personnel Manager on 01908 682 289 or jo.moloney@radcliffeschool.org.uk.

Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Note that CVs will be accepted only if an application form and covering letter are also included in the application.

Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application.

Please send these documents to Jo Moloney at jo.moloney@radcliffeschool.org.uk, to arrive by the closing date.

Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone. We are unable to contact non-shortlisted applicants. If you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Radcliffe School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card.

References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Radcliffe School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

Disabled applicants

The Radcliffe School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

