



Do you currently work in cleaning or caretaking, and are ready for a more exciting role, in a school?

Are you looking for a permanent role? Located in South Manchester with great transport links.

Are you reliable and trustworthy?

Do you want more job stability and job satisfaction?

Is it important for you to work in a supportive team that focuses on delivering a high-quality service?

Do you want to work in a diverse and inclusive community, with high standards in all areas?

If so, this could be the ideal role for you.

At The Barlow we are looking for a permanent School Caretaker to join our team.

The Barlow has a great reputation as an employer who provides continuous professional development and job stability.

You will benefit from:

- Great working hours
- Job stability
- Local government pension scheme, including life insurance and dependents pensions
- Access to varied online training
- Employee Assistance Programme
- A supportive team and working environment
- An interesting and varied role
- Opportunity to further skills and knowledge

Important Details:

Contract: Permanent

Salary: Grade 4 Spinal Point 7-11 (Actual £22,369-£24,054) + £1,925 pay increase pending

Working Pattern: Monday – Friday, all year round with 26 days holiday + bank holidays (additional holiday days for continuous service)

Hours: 5.30am – 1pm **OR** an option of rotating week by week 5.30am – 1pm / 10.30am – 6pm.

Pension: Greater Manchester Pension Fund with employer contributions of up to 19.6%

Location: Parrs Wood Road, Didsbury, M20 6BX

Duties of the Caretaker role:

- To manage cleaning staff and ensure cleaning is in accordance with specification.
- To undertake and maintain the cleanliness and physical appearance/environment of the designated cleaning area – inside and out, including maintenance of the any specialist sports equipment in accordance with specified standards, where applicable.
- To be a responsible key holder and ensure security of the premises and grounds, its contents including monitoring CCTV or surveillance equipment where appropriate.

The Caretaker must have/be:

- Transferrable skills
- Reliable and punctual
- General DIY skills
- Good communication skills
- A positive attitude
- Self-motivated

- Trustworthy
- Initiative
- Physically fit
- Would enjoy working in a school environment/children

Advantages but not essential:

- Previous experience in other relevant roles

Are you the Caretaker we have been searching for?

If so, please get in touch by either calling the HR team, send over your CV, or complete and return an application form.

Closing date: Monday 30th October 2023, 8:00am

Interview: Interview Week Beginning 6th November

About our School



The Barlow is a highly successful, mixed, 11-16 Catholic comprehensive. **In June 2019, Ofsted judged our school to be 'Good' in all categories.** Public examination results are strong; above national average in most subject areas. We are a diverse and inclusive community, with high standards of pupil behaviour and a calm and purposeful learning environment. The school is located in Didsbury, a popular area of south Manchester, with excellent transport links.

The Barlow RC High School
 Parrs Wood Road, Didsbury, Manchester, M20 6BX
www.thebarlowrchigh.co.uk
 ☎ 0161 445 8053



Our school is committed to safeguarding and protecting the wellbeing of children and young people and expects all staff to share their commitment. An enhanced DBS is required for all successful applicants.


[thebarlowrchigh](https://www.facebook.com/thebarlowrchigh)


[TheBarlowRC](https://twitter.com/TheBarlowRC)


[the_barlow_rc](https://www.instagram.com/the_barlow_rc)


CARETAKER



The Barlow RC High School

"Learn, Achieve, Succeed"

SERVICE - PRAYER - ACHIEVE - RESPECT

JOB DESCRIPTION

Department	Support Staff
Directly Reporting to	Facilities Manager
Main Contacts	Head Teacher & School Business Manager
Purpose of Job/Role	
<ul style="list-style-type: none">To manage cleaning staff and ensure cleaning is in accordance with specification.To undertake and maintain the cleanliness and physical appearance/environment of the designated cleaning area – inside and out, including maintenance of the any specialist sports equipment in accordance with specified standards, where applicable.To be responsible key holder and ensure security of the premises and grounds, its contents including monitoring CCTV or surveillance equipment where appropriate.	
Main Responsibilities	
1	Porter duties within and outside the building location making arrangements where necessary for the movement of heavy furniture within the school.
2	To carry out various maintenance and repairs in the school e.g., redecorating and fixing, and to be responsible for the operation of a preventative planned maintenance programme.
3	To be responsible, in conjunction with the SBM, for the administration and control of appropriate areas of the budget including monitoring and managing stock within an agreed budget, cataloguing resources and undertaking audits as required.
4	To use all equipment in a safe manner, undertaking safety audits of the premises and assist with relevant risk assessments as required.
5	Where appropriate, to liaise with the school meals service contractors in relation to their use of the site and provision of their service.
6	To assist the SBM in the management, administration and operation of lettings system.
7	To establish constructive relationships with contractors and other agencies and professionals and monitor/record performance against specified standards.
8	To advise the SBM on matters relating to energy control and conservation.
9	Where appropriate, to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Head Teacher.
10	To be responsible for maintaining records, information and data (including electrical testing of portable electrical appliances) and producing analysis and reports as required.
11	Be aware of, comply with and ensure that all policies and procedures relating to Health and Safety and security, confidentiality are adhered to and report all concerns to an appropriate person.
12	To work as part of a team, to support colleagues and contribute to the vision and ethos of the school and be committed to personal development.
13	Provide First Aid for pupils (training provided)
14	To undertake any other duties that are commensurate with the grade.

Support for the School	
1	To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
2	To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
3	Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
4	To uphold the Catholic ethos of the school including attendance at whole school events.
5	Any other duties and responsibilities within the range of the salary grade, particularly with regard to the co-ordination of exams.

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PERSON SPECIFICATION

Source Key: A = Application Form, I = Interview, R = References, CC = Checking Certificates

Experience, Training and Qualifications	Essential	Desirable	Source
Caretaking/site-keeping experience in a school or similar environment.		*	A/I/R
Experience of monitoring a budget and managing stocks/resources within an agreed budget.		*	A/I
Knowledge, Skills and Abilities			
Good numeracy and literacy skills with an ability to keep accurate records.		*	A/I
Willingness to develop knowledge of use of ICT and other specialist equipment/resources.		*	A/I
An ability to undertake all the physical aspects of the job.		*	A/I
Ability to self-evaluate learning needs and actively seek learning opportunities.		*	A/I
Ability to relate well to children and adults within the school environment.		*	A/I/R
Knowledge of Health & Safety and hygiene procedures and precautions.		*	A/I
Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate.	*		A/I
Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures.		*	A/I
Excellent organisational skills to be able to plan and deliver programmes of maintenance.	*		A/I
Personal Qualities			
Tact and diplomacy in all interpersonal relationships with external contacts and colleagues at work to establish and maintain positive relationships.	*		A/I/R
Self-motivation and personal drive to complete tasks to required timescales and quality standards.	*		A/I
The flexibility to adapt to changing workload demands and new organisational challenges.	*		A/I
Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users.	*		A/I
Personal commitment to continuous self-development.	*		A/I
Personal commitment to continuous service improvement.	*		
Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).	*		A/I

The Barlow RC High School is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.