



Caretaker

Castle View Primary School, QEGSMAT

Permanent

20 hours per week, 52 Weeks per year

Scale 3 £19,650-£20,043 FTE (£10,621-£10,834 pro rata)

QEGSMAT are seeking to appoint an enthusiastic, conscientious Caretaker to join our hardworking and high achieving team at Castle View Primary School and Nursery, Matlock.

The Caretaker will support the team in maintaining the security of the premises and its contents including the operation of fire and burglar alarms, key-holder responsibilities and maintenance of lighting and heating systems. The caretaker will also provide portering and 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.

Castle View is in the town of Matlock, on the edge of the Peak District overlooking the stunning Ribblesdale Castle. The main school building dates to the late 1800s but has had many alterations and additions since then. It is an extensive site, with a separate hall, dining kitchen, playing field and Key Stage 1 and 2 buildings, as well as a purpose-built Nursery. The school hosts 7 classes across the whole primary phase.

Castle View 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?

- 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 23.68% for support staff.
- 22 days holiday rising up to 25 days after five years' service; plus an extra 4 days' leave (known as extra statutory and concessionary)
- 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 School/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 01629 582699. Further details about our school can be found on our website: www.castleiewmatlock.com

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: 3rd November 2022

Interview date: 10th November 2022

Salary: Scale 3 £19,650-£20,043 FTE (£10,621-£10,834 pro rata)

Potential Start date: ASAP



JOB DESCRIPTION - Caretaker

Post Title:	Caretaker
Reporting to:	Headteacher
Responsible for:	General site maintenance, ensuring statutory testing
Scale:	Scale 3 £19,650-£20,043 FTE (£10,621-£10,834 pro rata)
Disclosure Level:	Child Workforce - Enhanced, Childs Barred list

PURPOSE OF THE POST:

Purpose:

Maintain the security of the premises and its contents (including the operation of fire and burglar alarms and key-holder responsibilities), lighting, heating, general maintenance, portage, defined handyperson duties, as appropriate ensuring statutory testing is completed and recorded and other duties arising from the use of premises.

Main Duties

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, and report faults where necessary.
- 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-

- Work alongside the Business Manager to carry out a regular schedule of inspections throughout the buildings, and action plans for modifications and improvements. Including lighting, ventilation, time keeping, fire-fighting equipment and heating systems.
- Attend to the requirements of the hirers of the premises for the purpose of evening and school holiday lettings; to be available to attend evening lettings as agreed during the week and at other times by prior agreement.

- Give adequate supervision and advice to contractors including cleaning staff in order to maintain high standards of cleaning, security and maintenance.
- 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.
- Ensure that all exterior hard surfaces are kept in a clean, tidy and safe condition – including 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;
- Undertake any necessary portaging duties in line with correct handling policies eg setting up seating in the school hall for a performance, putting out tables for a social event in the hall and the movement of PE equipment etc.
- Manage and assist with all deliveries to the school, ensuring the proper storage and distribution of all goods, after the admin staff have checked them.
- Undertaking such other duties that are commensurate with the post as directed by the Business Manager or the Head of Establishment.
- Dispose of waste material 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 Keeping Children Safe in Education 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

Criteria	Essential	Desirable	Evidence
Qualifications		Relevant maintenance or trade qualification	Application/ Certificates
Experience	Experience of maintenance, handyman or trade duties.	Previous caretaking experience.	Application/ Interview
Skills	<p>Ability to undertake minor repairs and maintenance including painting and decorating, joinery, plumbing and glazing.</p> <p>Ability to undertake manual handling tasks such as portage of furniture and deliveries.</p> <p>Ability to undertake testing and log keeping to help ensure statutory compliance.</p>	Basic understanding of office 365 including teams.	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	<p>Able to develop and maintain effective working relationships and work well in a team.</p> <p>Willing to be flexible in relation to working hours.</p> <p>Ability to act on own initiative, dealing with any unexpected problems that</p>		Application/ Interview

	<p>arise.</p> <p>Hardworking, conscientious, motivated, professional and enthusiastic.</p> <p>Willing to develop through training opportunities.</p> <p>Sense of humour</p>		
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PRINT NAME _____

SIGNATURE _____

DATE _____