**THE GRANGE SCHOOL**



**SCHOOL CARETAKER**





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**JOB PROFILE**

**TITLE: School Caretaker**

**HOURS: 37 hours per week/52 weeks per year working on a shift rota covering mornings (from 6.00 am to 2.00 pm) and afternoons (12.00 pm to 8.00 pm) on alternate weeks. There is annual holiday entitlement starting at 22 days per year plus a good pension scheme**

**SALARY: Bucks Pay Range 2 – (£21,879 to £23,961 depending on experience)**

**RESPONSIBLE TO: Site Manager**

**Summary of Role:**

To provide Caretaker duties in conjunction with two other team members, including general site security, to ensure the smooth running of the school equipment and fittings providing heating and fire safety. In the absence of the Site Manager, to ensure all tasks required for a particular shift have been undertaken. To provide site services around the year on a shift basis, with the requirement to be able to work flexibly within that to cover annual leave and sickness absence.

To work within School policies and procedures.

# Duties and Responsibilities

To be committed to the safeguarding and well-being of all students and to follow school Policy and procedures in this regard.

# Security

* Lock/unlock school buildings and areas in the mornings and evenings.
* Undertake regular security checks and identify security risks.
* Monitor fire safety equipment and carry out fire drills.
* Operate and respond to alarm systems where appropriate.
* Monitor CCTV or surveillance equipment where appropriate.
* Liaise with police, security and surveillance contractors.
* Provide emergency access to the school site.

# Maintenance/Health and Safety

* Organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory.
* Daily routines to include litter picks internally and externally after break and lunch to ensure the building and site is kept to a high standard of cleanliness. All paved areas to be kept clean, tidy and litter free.
* Collect and assemble waste for collection.
* Undertake cleaning duties such as graffiti removal, litter-picking, gutter and drain clearing when necessary. Undertake specialist cleaning tasks. Liaise and help co-ordinate the school cleaners.
* Carry out routine Health & Safety checks as required – e.g. legionella testing, fire alarms, emergency lighting etc.
* Operate and maintain heating plant and lighting systems.

# Porterage

* Portering duties, eg. delivering mail/packages, moving furniture and equipment.
* Set up the school facilities for internal and external events – e.g. assemblies, open evenings, exams etc.
* Co-ordinate deliveries to the school site.

**Improvements**

* Respond quickly and pro-actively manage faults recorded on the school portal. Identify defects and record repair and maintenance requirements liaising with contractors where necessary.
* Organise and carry out minor decorations programme as agreed with the Site Manager and Business Manager
* Organise and carry out minor improvement works and repairs - eg. erecting shelves, notice boards, bookshelves, heating, windows, doors etc. as agreed with the Site Manager and the Business Manager.

**General Responsibilities:**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
* Undertake risk assessment of security risks to the school (grounds, premises and contents) including vandalism and arson.
* Contribute to the overall ethos and aims of the school.
* Regularly review the Fire Risk Assessments and Emergency Evacuation Plan.
* Participate in training and other learning activities as required including First Aid.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* 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 positive relationships and communication with contractors and other agencies and professionals.
* Attend and participate in regular meetings.
* 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 (in accordance with appropriate health and safety legislation) at all times.



*The school is committed to ensuring that safeguarding is a top priority and will consider carrying out online searches on shortlisted candidates as part of their due diligence. Online searches solely aim to help identify any incidents or issues that have happened, and are publicly available online, which the school may want to explore with the applicant at interview. Please follow this link for more details:*

[*https://www.grange.bucks.sch.uk/contact-us/vacancies/online-searches-on-shortlisted-candidates*](https://www.grange.bucks.sch.uk/contact-us/vacancies/online-searches-on-shortlisted-candidates)



**ABOUT THE GRANGE SCHOOL**

We are a mixed, non-selective 11-18 Foundation secondary school situated in the market town of Aylesbury and ten minutes from the Chiltern Hills – an area of outstanding natural beauty. We are close to Oxford, High Wycombe and Milton Keynes and surrounded by delightful market towns and characterful villages.

We are a supportive team with community sitting at the heart of everything we do.A community where passion, creativity and inspiring a love of learning are celebrated and embraced. Where your relentless professional commitment to supporting and empowering students is both valued and rewarded.

**Our Aims:**

We aim to equip all students with the adaptability and flexibility to meet the demands of a rapidly changing world and to promote a sense of responsibility towards others, the school and the wider community. The support and guidance of students is based on a Year system and aims to develop co-operation, involvement and respect in all students.

A broad and balanced curriculum is provided for Years 7 to 9. In Years 10 and 11, all students will study English, Mathematics, Science, PE, RE and PSHCE (Personal, Social & Health and Citizenship Education). Students can then choose from a range of additional GCSE, BTEC and vocational courses. We offer a range of traditional and vocational courses at Key Stage 5. The curriculum in all Key Stages is further enhanced through wide ranging extra-curricular experiences.

We aim to attract energetic and conscientious staff who have a commitment to the education of our students. The professional development of all staff is an important focus for the school. We strive to create a learning environment, which serves the needs of all the members of our diverse and vibrant community.

**The Grange is more than just a school:**

* We are the enablers for young people to overcome the barriers of selection and facilitate them to fulfil their academic potential, creative talent and sporting capabilities.
* We are a flourishing community based on an ethos of mutual respect. Where collaboration to create a culture of self-confidence enables both students and staff to flourish. Where a broad and balanced curriculum, a pioneering transition timetable, wide-ranging extra-curricular programme and an established reputation for outstanding pastoral care creates confident and responsible young people, who are well adjusted to meet the ever-changing demands of the 21st century.
* We are a team that values your personal development through our innovative CPDopoly programme. Where our weekly “sharing good practice” sessions allow us to collectively expand and develop unique and innovative teaching practices to further inspire our students.
* We are an environment that understands the importance of downtime for our staff. Where our dynamic Staff Social Committee prides itself on offering a varied programme of social activities and events to allow the opportunity to relax and have fun as a team.

**Staff Well-being at The Grange**

The Grange takes staff well being seriously. We are committed to and have signed up to the DfE Education Staff wellbeing Charter. We have an active staff wellbeing working party, which is open to all staff to join and meet regularly to talk about staff wellbeing needs across the school.

There is an active staffroom, where people go at break and lunch and regular staff lunches. In addition, there are staff activities should you wish to join, such as book club, sport, yoga, walking trips, visits to the theatre and art and craft activities and workshops.

As part of Buckinghamshire County Council, we are also able to access a number of discounts with local and national companies, including reduced train fare, restaurants and shops.

We have a team of staff that are identified as the listening ear team who can support and signpost staff, if and when needed.

**What people say about us:**

*“It genuinely is a pleasure to work at a school that listens to and takes on board the opinions and ideas of all staff to create a fantastic learning environment for all.”*

**Mr Haycock, Subject Leader for Business**

*“I’ve loved every second of working at the Grange School – I wouldn’t want to be anywhere else”*

**Mr Russell, Head of 6th Form and Subject Leader for Drama**

*“I love working at the Grange – everyone is supportive and friendly and most of all we are like one big family”*

**Mrs Pomery, Student Welfare Support Officer**

*“The teachers all treated my son as their own son - that is how much they cared. You have an amazing team at your school and I will be forever thankful for the support your teachers gave…… I will always remember how incredible the teachers at the Grange were.”*

**Parent of Year 11 student**

*“The Grange was my number one choice for Sixth Form. It’s hard not to notice the vast knowledge and passion that the teachers possess for their subjects and passionate teachers create interesting lessons which helps engage students.”*

**Emily J, Head Girl 2019/20**

*“The Grange is a school that really cares for their students and carries your best interests at heart. It possesses a warm paternalistic style, which is important as it makes you feel safe and valued. It’s certainly been a significant factor in my development so far and I am confident it will be the school that helps me to get to my next step.”*

**Mitchell R, Head Boy 2019/20**

*"It is always a pleasure interacting with the students and staff of the Grange School. The many projects I’ve been involved with have been well organised and have provided fantastic opportunity for the young people involved to extend their learning in an enterprising, thought provoking and challenging manner.”*

**Melvina Brown, Aylesbury Methodist Church **

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