



Our Ref: NM/DM/LHH  
September 2021

## Caretaker

Dear Colleague

Thank you for your interest in the permanent, fulltime position of Caretaker to start 1<sup>st</sup> November 2021.

Christopher Whitehead Language College is an 11-18 school 'in pursuit of excellence' in all areas of its community's life. It is a fabulous, vibrant oversubscribed Worcester City school that opened its sixth form in September 2015. Near to the cricket ground, on the west bank of the River Severn in Worcester, it is a larger than average, inclusive and community-focused comprehensive school with approximately 1,450 students. In the last five years, the school has enjoyed a huge rise in popularity amongst the local community.

Please read the job description and person specification on the following pages as they are crucial in informing you of our requirements. As well as being reliable and organised, a positive and flexible approach is essential and you must be enthusiastic in your support of our hard working and successful school. This is a great opportunity for the right candidate to make a real impact.

In the additional pages, I have included:

- Job description
- Person specification

Please also read our privacy notice for job applicants (separate document).

I would obviously encourage you to visit our informative website at [www.christopherwhitehead.co.uk](http://www.christopherwhitehead.co.uk) to develop an understanding of our ethos.

If you wish to apply, please complete the application form and include your previous experience and stating what you could bring to our school. Please email your completed forms to [recruitment@cwlc.email](mailto:recruitment@cwlc.email). **Please do not send a CV.**

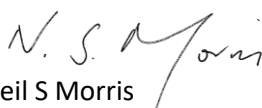
The deadline for receipt of applications is 10.00am on Friday 24<sup>th</sup> September 2021 with interviews being held on Thursday 30<sup>th</sup> September 2021.

Please would you ensure you provide email addresses for your referees and perhaps alert them to this fact.

As I will only be contacting short-listed candidates, I would like to thank you for your time and effort, and if unsuccessful, wish you well in your future career.

I look forward to hearing from you.

Yours sincerely

  
Neil S Morris  
Headteacher

## Job Description

**Post Title:** Caretaker

**Terms & Tenure:** Permanent, full time (37 hours per week), whole year, scale 3 points 5-6

Shift Pattern	Shift	Days	Timings	
	1	Monday to Friday	Mon-Thu 07.00 to 15.00	Fri 07.00 to 14.30
	2	Monday to Friday	Mon-Thu 08.00 to 16.00	Fri 08.00 to 15.30
	3	Monday to Friday	Mon-Thu 14.00 to 2200	Fri 14.30 to 22.00
	4	Wednesday to Sunday	Wed-Sat 8.00 to 16.30	Sun 9.00 to 14.00

**Line Manager** Business Manager

**Staff Supervised:** None

### **Purpose of the Role**

To maintain a clean, attractive, secure and welcoming site through a process of regular cleaning and routine or emergency maintenance of buildings, grounds, fixtures and fittings.

### **Main Duties**

The list is given as a guideline only and is not exhaustive. Other tasks and activities relevant to the main headings should also be considered acceptable. A degree of flexibility is therefore considered essential.

These include:

- Lock and unlock school premises at agreed times.
- Be responsible for the security and safety of school premises and their contents.
- Carry out regular maintenance and cleaning of school grounds to include but not limited to: paved areas, playgrounds, drains, edges and boundaries, buildings, windows, doors, borders and beds (i.e. by disinfecting drains, picking up litter, emptying litter bins and clearing grids).
- Be responsible for the use, maintenance and security of school, plant, machinery and equipment.
- Operate and monitor heating, plumbing and electrical systems in accordance with instructions and current safety legislation to ensure cost effectiveness and use is made of such systems.
- Undertake planned and emergency maintenance including plumbing, carpentry, minor electrical work, painting and general building repair.
- Repair or make safe any faults or damage notified by contract cleaning staff.
- Undertake regular health and safety checks of buildings, utilities, fixtures and fittings including scheduled PAT testing, fire-fighting and suppression equipment, alarms and other safety equipment in accordance with school schedules.
- Checks of the school minibuses to ensure they are safe and ready for use. To monitor and report on their condition and carry out or arrange repair, servicing and cleaning as necessary.
- Drive the school minibus as required.
- Monitor and maintain agreed levels of hospitality supplies, cleaning supplies and maintenance stock.
- Set up and clear away hospitality as required for school events.
- Undertake cleaning tasks that cannot be left for cleaning staff, during the school day.
- Undertake portering duties as required. Assist in the unloading of deliveries to the school and loading of deliveries from the school.
- Immediately clear, clean or repair any hazards to students and staff (i.e. trip hazards, spilt chemicals, bodily fluids).
- Set out and clear away seating, desks or items used for school activities and events.
- Act as the school's person of contact and emergency response for all lettings customers.

**Post Title:** Caretaker (*continued*)

- Be resourceful, applied within the general framework of recognised school procedures.
- Comply with the school's H&S policy by wearing personal protection equipment, provided by the school, when on site.
- When on shift carry at all times, a school mobile phone, to be used to pass work requests, calendars and school information. It will also be used to locate the post holder when lone working or in the event of an emergency.
- Work constructively as part of a team with effective communications.
- Have knowledge and understanding of the school's roles and responsibilities and their own position within these.
- Cover the role and duties of other caretakers as directed or in the event of absences such as scheduled holidays, authorised absence or illness.
- Align their holiday entitlement with school needs.
- Deal with all known or perceived health and safety issues immediately using school protocols and procedures.

**Other Information**

- Contact with other people relates to well established matters but will sometimes involve dealing with issues where the outcome may not be straightforward.
- Work should be within clearly defined rules and procedures that could lead to decisions being made from a range of established alternatives. Decisions taken could have a noticeable effect on the internal and external operations of the school and may impact directly upon the provision of service to students, staff, letting customers or visitors to the school.
- Work may require normal physical effort with periods of substantial effort; or normal physical effort occasionally in awkward postures or prolonged effort in a constrained position involving considerable manual dexterity.
- Work includes significant elements of internal and external work involving some exposure to moderate noise, heat, cold, disagreeable or difficult surroundings or conditions.
- School holidays, when the school is closed to students, is the busiest periods of time for the caretaking team as this is the time when maintenance/repair work can be carried out in a safer environment. Therefore, it is expected that at least two members of the caretaking team will be on site during school holiday periods.

**Principal Contacts**

- |                  |                      |
|------------------|----------------------|
| • Teaching staff | • Visitors           |
| • Support staff  | • Contractors        |
| • Students       | • Lettings customers |

**Post Title:** Caretaker (*continued*)

**General and review**

To understand and be prepared to support the ethos of the school by:

- Promoting good relationships with students, parents, colleagues, governors, LA and agency staff and visitors to the school.
- Promoting high standards of student behaviour inside the classroom and around the school generally, following the school’s behaviour policy.
- Promoting high standards of personal presentation and conduct, including being punctual and using social network media appropriately.
- Completing training in the relevant areas to meet all safeguarding and health and safety standards as advised by CWLC and government policy in a timely manner.
- Being aware of all matters of health and safety related to the working environment.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate. It may be subject to change or modification at any time after consultation.

*Christopher Whitehead Language College and Sixth Form has a strong commitment to achieving equality of opportunities in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.*

*Christopher Whitehead Language College and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## Person Specification

	Essential	Desirable	Method of Assessment
<b>Qualifications and Training</b>	3 GCSE / O Level (including English and maths)	First Aid at Work Plumbing Carpentry Painting & decorating General building work/repair D1 driving licence	Application Certificates
<b>Experience and Knowledge</b>	Basic competency in the use of Microsoft Office or Office 365 particularly email  Experience in one or more of the following: – Plumbing – Carpentry – Painting & decorating – General building work/repair	Experience in caretaking or a related field Experience of working in an educational setting Experience in dealing with contractors	Application form Interview References Application process Test
<b>Skills, Abilities and Personal Qualities</b>	Excellent practical/DIY skills Good organisation skills Effective communicator Proactive, self-motivated and hardworking Observant Use own initiative Able to work supportively and collaboratively with others and work as part of an effective team Good interpersonal skills Flexible, willing to adapt and be responsive to change Sense of humour Honest with integrity Work under pressure High standards Professional and courteous at all times Cheerful/respectful disposition	Minibus driving Knowledge and awareness of basic health and safety regulations. Ability to carry out or assist in the production of individual risk assessments Additional relevant and transferrable skills	Application form Interview References

*This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.*