



Application Pack

Lawn Manor Academy Caretaker

Grade E Point 6-8 £19,698 - £20,493

37 hours per week

Required: ASAP

Deadline: 9am 17th December 2021

Interview: w/b 20th December 2021

Lawn Manor
T 01793 487286
E admin@lawnmanor.org
W www.lawnmanor.org





Dear Applicant

Thank you for your interest in working for Lawn Manor Academy. These guidance notes will assist you in completing your application form, which is the first step in our recruitment process.

Lawn Manor is part of Royal Wootton Bassett Academy Trust (RWBAT). RWBAT CEO, George Croxford, has built the Trust around the one word of 'Excellence.' Together the Schools will strengthen each other, share good practice and build capacity. Within the trust, we strive to maximise the potential of each person within our community and are absolutely committed to continuous improvement. We value developing the whole person equally to the achievement of academic success.

We are seeking a caretaker to join our established Site team. The successful candidate will help to maintain the buildings, grounds, fixtures and fittings to a high standard. They will also obtain quotes from contractors and liaise with them while carrying out the work.

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. The criteria listed within the job description details how each of these areas will be assessed. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager in your present or most recent employment. If you are at school/college or are leaving university please give details of the name and address of your Headteacher or tutor. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

There is a lot of information about the academy available on our website www.lawnmanor.org

We hope you will feel inspired to apply for the post at Lawn Manor Academy.

Yours sincerely
Sandra Muir





Job Description

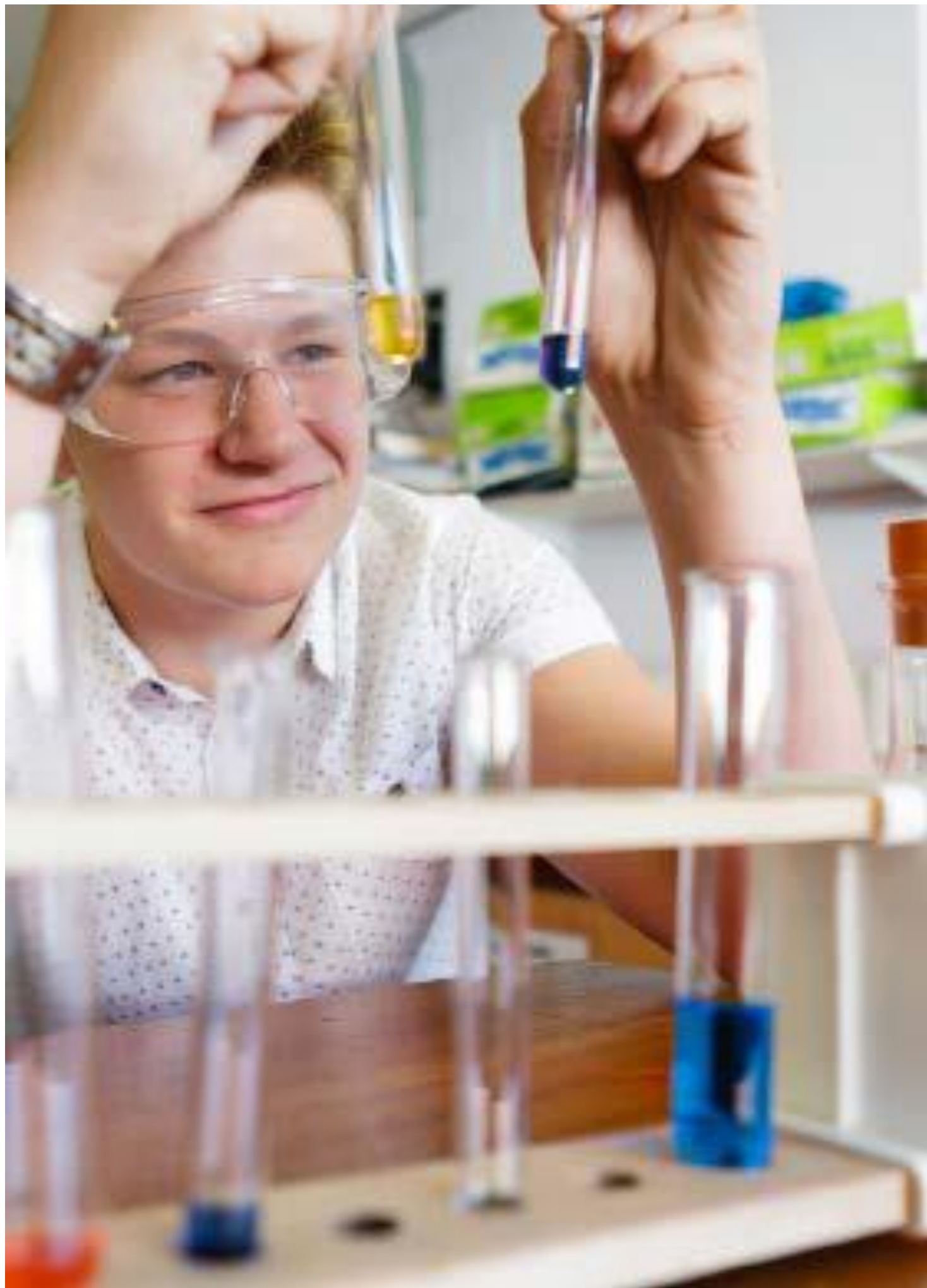
Reports to: Resources Manager

1. Assist with the maintenance of the fabric of the Academy and it's grounds.
2. Carry out weekly and monthly PPMs including fire alarm testing, water monitoring, fire extinguisher checks and emergency lighting checks.
3. Be a named key holder and have responsibility for locking/unlocking the Academy as required.
4. To ensure the Academy grounds are in a safe, clean and healthy state.
5. To ensure that the heating system is operating to a satisfactory standard.
6. To organize and supervise sub-contractors when on site.
7. To monitor and report utility meter readings as and when required.
8. To monitor and implement health and safety aspects when contractors are on site.
9. Portering of goods around the site.
10. Setting up seating/staging as required.
11. Clean and maintain all drains, gullies and ensure effective operation.
12. Ensure all emergencies relating to the building are dealt with promptly and safely.
13. Clear leaves, snow, ice and moss from external areas including treatment of areas with salt etc.
14. Undergo training where appropriate.
15. Have a full clean driving license.
16. A variety of tasks that include decorating, plumbing, electrical, glazing and carpentry.
17. Keep the Resources Manager informed of premises issues that they need to be aware of.

The hours are 10.00am-6.00pm Monday-Thursday and 10.30am-6.00pm on a Friday.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Headteacher

The post holder may be required of perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for reevaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section Three Paragraph 35).





Person Specification

Criteria which will be measured at application and interview

Knowledge & Experience

Essential

- Strong communication skills to be able to communicate effectively with all sections of the school community.
- D.I.Y skills to undertake day-to-day repairs and maintenance of the school buildings.
- Understanding of the principles of health and safety in a school environment.
- Ability to work well as part of a team or individually as required.
- Ability to perform the physical tasks required by the post, including lifting, carrying and pushing.
- Willing to undertake training in relevant policies and procedures, including Health & Safety (e.g. COSHH, Fire Safety and PAT testing).
- Ability to work amongst young people with behavioral, emotional and social difficulties
- Ability to liaise with visitors, contractors and others in a diplomatic manner
- Basic computer skills
- Willingness to work flexible hours when required
- Full clean driving license

Desirable

- Experience of working in a school environment
- Knowledge of Health and Safety regulations
- Pragmatic approach to problem solving





How to apply

Candidates must return a completed application form and can attach a supporting letter (no more than 1 side of A4).

Closing date for applications: 9am Friday 17th December 2021

Please be advised that any applications received after this date/time will not be accepted, candidates are responsible for ensuring their application is received. Due to the high number of applications it is not always possible to confirm receipt of applications.

Interviews will be held: w/c 20th December 2021

Completed application forms should then be returned marked confidential to the following address:

James Lawrence
Lawn Manor Academy
Salcombe Grove
Swindon
SN3 1ER

or sent via email to: jlawrence@lawnmanor.org

Applicants are welcome to visit the academy during the application period by appointment only. Please call or email to book, 01793 427742

Candidates who are successfully selected for interview will be informed after shortlisting has taken place.

Candidates should apply using the correct application form (see last page for link). CVs will not be accepted.

Lawn Manor Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences. References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.

Useful information

Application Form: [Click Here](#)

Royal Wootton Bassett Academy website: [Click Here](#)



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