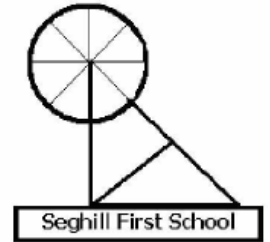




Seghill First School

Caretaker

permanent contract full time all year round
37 hours per week
Band 4 scale point 7 to 11
£19,554 to £21,166 per annum



Seghill First School is a small, inclusive school set in a semi-rural location. We have lovely children and a dedicated, hardworking team of staff, governors and parents. Further information about the school can be found on our website.

Our governors are looking to appoint an experienced and highly motivated Caretaker to manage the security, safety and cleanliness of our unique school building. The successful candidate will join our team from 01 January 2020 or as soon as possible after this date.

Duties and key result areas include, but are not restricted to:

- monitoring the cleanliness of the property, ensuring that the building specification and standards are achieved.
- undertaking cleaning related tasks as allocated.
- ensuring that the security of the property is properly maintained so that users have access at the appropriate times and that an appropriate response is made in the event of a property related incident.
- operating and maintaining all ancillary plant and equipment as appropriate.
- ensuring that all ventilation, access and exit points operate effectively and that fire-fighting appliances are readily accessible and properly maintained.
- ensuring that the heating and associated systems are operated and maintained in the approved manner, advising on conservation measures and taking all necessary precautions against cold weather damage.
- ensuring that the external areas of the property are kept free of litter and debris, litter and rubbish bins are emptied regularly and main access routes are kept clear of leaves, snow and ice as necessary.
- ensuring that staff adopt safe working practices in all aspects of work.
- undertaking a range of general portage tasks that ensure the efficient movement of goods, equipment, furniture and other items around the property.
- ensuring that adequate stock levels of appropriate supplies are maintained, supplies are distributed as necessary and that corporate procedures are observed.
- other duties appropriate to the nature, level and grade of the post.

The successful candidate will be required to supervise the work of a team of staff, delegate work appropriately, provide clear guidance and motivate staff to achieve service objectives and quality standards.

The successful candidate must:

- have literacy skills and numeracy skills sufficient to undertake work related tasks;
- have strength, dexterity and co-ordination to use a range of cleaning tools and equipment;
- demonstrate their ability to plan and organise staff and resources, including effective use of their own time;
- be resourceful and work with initiative and without constant supervision;
- be reliable and keep good time;
- adapt to change by adopting a flexible and cooperative attitude;
- demonstrate integrity and uphold the school's values and principles.

Relevant experience in a caretaking environment and the ability to demonstrate maintenance and DIY skills would be a considerable advantage.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. An enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Informal discussions or visits to the school prior to interview are encouraged. Please contact Mrs Elliott, Office Manager, to arrange a visit. Tel: 0191 237 0419

Application forms can be downloaded from this website and are available from the school by telephoning the school office.

Completed applications should be returned directly to the school either by post to Tracey Chappell, Headteacher, Seghill First School, Main Street North, Seghill, Northumberland, NE23 7SB or by email to admin@seghill.northumberland.sch.uk

Closing date is noon on Tuesday 17 December 2019. Interviews will take place as soon as possible after this date.

Headteacher: Tracey Chappell
Seghill First School, Main Street North, Seghill, Northumberland, NE23 7SB or by email to
e-mail: admin@seghill.northumberland.sch.uk
website: www.seghill.northumberland.sch.uk