



**North East
Learning Trust**

Caretaker

Applicant information pack

Caretaker

Required as soon as possible

Grade 2, SCP4 (18,933) – SCP6 (£19,698)

37 hours per week, Whole Year, Permanent

We are looking for an enthusiastic and motivated member of staff to provide a caretaking service, ensuring a warm, clean and secure environment for all site users. We are looking for someone that can be flexible and proactive, have good communication skills and an understanding of the health and safety requirements.

This appointment will be based at Rye Hills Academy.

The successful candidate will:

- Ensure the school is well presented and maintained to a high standard
- Undertake a range of general portering duties
- Ensure Health & Safety procedures are adhered to, carrying out relevant tasks to ensure compliance
- Advise the Site Manager of repair and maintenance issues, undertaking minor repairs and routine maintenance tasks as required
- Transport students in the school minibus, as required

Deadline: Monday 21 June

Shortlisting will take place Tuesday 22 June with interviews taking place week commencing 28 June 2021.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to **jade.hutton@bedlingtonacademy.co.uk** or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, Northumberland, NE22 7DS.

Job description

Post title:

Caretaker

Responsible to:

Site Manager

Job purpose:

To assist the Facilities Manager/Site Manager with maintenance, security and facilities services across the whole school site. To ensure that the school is cleaned and maintained in line with the school's quality procedures and work programs in a safe and efficient manner.

To carry out cleaning duties as and when required. Supervise the cleaning team in the absence of the cleaning supervisor. Other duties (but not exhaustive) will include, routine testing, maintenance, ordering necessary supplies and stocks, handyman activities, opening and securing the school as appropriate.

Duties and responsibilities:

- To ensure the school is well presented and maintained to a high standard and that the promotion of Health and Safety is enshrined in all activity.
- To ensure the site is accessible and ready for use at agreed times and that the security of the site is properly maintained.
- To advise the Facilities Manager/Site Manager of repair and maintenance issues, undertaking repairs and maintenance tasks as required.
- To keep all school buildings and grounds secure, including opening and locking of school premises, as well as ensuring all reactive repairs are properly and promptly carried out and reported to the Facilities Manager/Site Manager.
- To ensure that the heating system is operated and maintained in the approved manner.
- To operate and maintain all ancillary plant and equipment as appropriate.
- To ensure Health & Safety procedures are adhered to, carrying out relevant tasks to ensure compliance with due regard to self, students, staff and visitors, including contractors.
- To ensure that the external areas of the property are kept free of litter and debris, rubbish bins are emptied regularly, and main access routes are kept clear of debris, snow and ice, as necessary.
- To undertake a range of general portage duties, ensuring goods, equipment, furniture and other items are transported around the property, as required.
- To work with the IT systems as required in the performance of duties (e.g. EVERY)
- To ensure the site is accessible for community use and lettings, as directed by the Facilities Manager/Site Manager.
- To drive the school minibus, as and when required ensuring the maintenance and service records are maintained.
- To ensure stock levels of necessary facilities equipment are monitored and maintained.
- To carry out cleaning duties of the school as and when required, including biological hazards.
- To supervise the cleaning team in the absence of the cleaning supervisor, giving direction as appropriate, ordering necessary supplies and stocks.

General

- To provide cover and support to other NELT school sites, as and when required
- To support with call-outs to school site as and when required.
- To build good working relationships with staff, governors, parents and school visitors, volunteers and contractors.
- To return to school between shifts as and when required.
- To work outside normal working hours, including evenings and weekends as and when required.
- To keep up to date with training relevant for your role and school.
- To be a part of the NELT Premises Team.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Person specification

	Essential	Desirable
Education/training	• Good basic literacy and numeracy • Knowledge of Health & Safety legislation relating to the role • Full clean driving licence • MIDAS qualification (or willingness to undertake) • First Aid qualification (or willingness to undertake) • Practical knowledge of basic maintenance tasks	• Health & Safety qualification • General maintenance qualification
Experience	•	• Experience of working in an educational setting • Previous experience in a similar role
Aptitude and skills	• Use of initiative to solve straightforward problems • Ability to work alone without supervision and as part of a team • Ability to follow instructions and achieve objective within set deadlines • Good interpersonal skills • Adaptable to change by adopting a flexible and cooperative approach • Ability to use a wide range of tools and equipment • Willingness to participate in development and training opportunities	• Understanding and promoting positive relationships within the wider school community
Personal qualities	• Good timekeeping • An eye for detail • Proven ability to work flexibly • Resilient, tactful and diplomatic even when under pressure • Full clean driving licence	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.