

## Caretaker

**St Bede's Catholic School, Peterlee**

**CEO: Mr T.B. Tapping**

The Diocese of Hexham and Newcastle has a growth plan for Bishop Chadwick Catholic Education Trust to serve South Tyneside, Sunderland and East Durham, with a total of 34 schools in the Trust by July 2022.

Bishop Chadwick Catholic Education Trust was established in February 2016, currently there are 21 schools within the Trust with a schedule of additional schools joining each term. The details of each of the schools currently within the Trust can be found on our website [www.bccet.org.uk](http://www.bccet.org.uk).

St Bede's Catholic School wish to appoint an enthusiastic and highly motivated Caretaker. The successful candidate will work in a team to maintain our school site and provide a welcoming and safe environment for the whole school community.

You will manage the maintenance and security of the school and grounds including routine testing, maintenance, ordering necessary supplies and stocks, handyperson activities, opening and securing the school as appropriate.

The successful candidate will:

- Be a hands-on individual who is well organised
- Have good communication skills
- Have a practical knowledge of basic maintenance tasks
- Have the ability to undertake moving and handling of physical objects
- Be flexible in their approach and work well as part of the team
- Have leadership skills
- Have the ability to use own initiative

The main duties will include:

- Ensuring the school is well presented and maintained to a high standard and that the promotion of Health and Safety is enshrined in all activity.
- Ensuring that buildings and the site are secure, including during out of school hours and take remedial action if required.
- Keeping all school buildings and grounds secure, including opening and locking of school premises, responding to security alarm or other call outs in accordance with agreed procedures.
- Undertaking a range of handyperson duties as directed by the Head Teacher that contribute to the maintenance of the school premises (e.g. remedial painting and decorating, repairs to fittings, repairs to taps and cisterns, fitting shelves/ notice boards etc).
- Monitoring consumables and stock and inform of shortages through agreed processes.
- Undertaking general portorage duties, including moving furniture, deliveries and equipment within the school.
- Undertaking regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Being responsible for general tidiness and safety of the outside including clearing snow, treating main entrances, paths, car park and yard areas with salt/grit as appropriate.

- Co-ordinating and assisting with deliveries including unloading and moving to designated areas.
- Working with the Trust Estates Manager and Trust Central Teams staff to ensure statutory compliance / health and safety requirements are met.
- Carrying out minor repairs as required.

In return we will offer:

We can offer:

- Support and training to undertake the role and further development
- National Terms and Conditions of Employment (NJC Green Book).
- Local Government Pension Scheme.
- 26 days annual leave entitlement, rising to 31 days after 5 years' service, plus public holidays.

Bishop Chadwick Catholic Education Trust safeguards and protects its students and staff by being committed to respond in accordance with Durham CC Child Protection Procedures. Enhanced DBS checks are mandatory for all school staff.

**Salary:** Grade 4, SCP 5-8, £19,312-£20,493

**Start Date:** as soon as possible

**Contract:** 37 hours per week, whole year, permanent

**Shift pattern:** To cover the hours 6:30am – 6pm, Monday - Friday

Completed application forms should be submitted by email to [k.rice@st-bedes.durham.sch.uk](mailto:k.rice@st-bedes.durham.sch.uk) by **5pm** on **15th October**. Emailed applications are required and CV's will not be accepted. For enquiries regarding this role, please contact Tracey Field [tfield@bccet.org.uk](mailto:tfield@bccet.org.uk).

Interviews will be held on **week commencing 18<sup>th</sup> October 2021**.

Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.

*The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks.*

*Bishop Chadwick Catholic Education Trust is an equal opportunities employer, welcoming applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect staff and volunteers to share this commitment.*