

SAPIENTIA EDUCATION TRUST

STRADBROKE HIGH SCHOOL

JOB DESCRIPTION - SCHOOL CARETAKER

FULL-TIME, PERMANENT, 37.5 HOURS PER WEEK

Line Manager:	Executive Headteacher
Salary:	Points 12-17 of the Support Staff Scale FTE £28,598 - £31,022 per annum + Additional Responsibilities Payment of £671.40 Plus the ability to earn overtime through timesheets
Residential Status:	Residential (onsite accommodation provided)
Tenure:	Permanent
Contract type:	52 Weeks
Hours per week:	37.5 hours

THE POST

Stradbroke High School seeks to appoint a full time Caretaker to join the school. The ideal candidate will be able to understand and comply with Health & Safety Regulations, be proficient in the technical aspects of the post, be able to work under minimal supervision, and be a flexible, punctual and reliable worker.

Stradbroke High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The personal competencies expected of all School support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others
- Able to maintain positive relationships with all and able to work as an effective and flexible part of the wider school team; willing to change methods of work and routines to benefit the school

- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Caretaker are:

- Understands and complies with Health & Safety Regulations
- Proficient in the technical aspects of the post
- Able to work with minimum supervision
- Willingness to undertake first aid training
- Management and use of minibus, including driving it when required
- Punctual, flexible and reliable worker.

The qualifications and previous experience required for a Caretaker are:

- A minimum of a grade C / 4, or equivalent, in English and Maths GCSE.
- A current, clean driving licence
- A sound track record of work in a relevant area of construction or maintenance.

JOB SPECIFICATION

General Responsibilities

The Caretaker is responsible to the Executive Headteacher for the provision of general Caretaker / Handyman functions as per the specific responsibilities.

The post-holder will be required to comply with the Sapientia Education Trust Code of Conduct for Staff and Volunteers.

Stradbroke High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

All duties must be carried out in accordance with relevant Health and Safety instructions.

The post-holder shall participate in the school's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

Building maintenance, site and new work

- Carry out building maintenance, repairs, refurbishments, projects, and new work as needed
- Replace electrical consumables as required, such as light bulbs
- Basic plumbing, dealing with blockages and other minor plumbing matters.
- Cleaning gullies, gutters, drains etc
- Complete PAT testing annually
- Maintain student lockers, ordering and fitting locks as required
- Complete fixes to school grounds such as marking lines, trimming bushes that are a hazard
- Attending to all fault/repairs and breakdown situations.

Security, fire and access

- Locking/unlocking of buildings and facilities; including for special events
- Setting/unsetting of anti-intruder alarms
- Keyholder for school and emergency contact for council and emergency services
- Lock and unlock student walking gate daily
- Testing of Fire and Security alarms, plus coordinating fire drills
- Responding to Fire Alarm activations in accordance with the Fire Alarm Policy.

Setting up and clearing after school events

- Laying chairs, staging etc. for school events and preparing rooms and outside spaces as required.

Heating, hot water & utility services

- Attending to/setting/resetting boilers as required
- Organise maintenance of woodchip boiler including order of woodchip and supervision of deliveries
- Take meter readings and submit them as required.

Driving and vehicle maintenance

- Drive school minibus on and off-site as required for deliveries / collections / transporting students, staff or visitors as required
- Manage the booking and use of the minibus including coordinating staff training and appropriate checks
- Cleaning and attending to basic routine maintenance of school vehicles.

Health and safety

- To rectify any health and safety issues as required and in accordance with the School Health and Safety Policy
- Liaise with SET Estates and Health & Safety teams over larger issues
- Complete first aid training.

Caretaker office/storeroom

- Ensure that the caretaker office and storeroom are kept tidy at all times. Loose equipment and materials are to be secured as appropriate and specialist equipment stored in accordance with current regulations.
- Reorder materials as required

- Checking goods received as required and ensuring that the delivery note is forwarded to the finance team
- The post holder shall undertake other duties and responsibilities as the line manager may reasonably require.

Site Cleanliness

- Refuse removal arrangements
- Litter collection and disposal
- Collection and removal of broken furniture and equipment
- Liaise with cleaning contract company and onsite cleaners to ensure smooth running of cleaning operations and ensuring quality of service is maintained
- Keeping all external surfaces free from leaves/litter/debris.

Porterage Equipment & Provision

- Transport and movement of furniture and deliveries around the school site.

Storage / Distribution

- Receiving goods into the school in line with the deliveries process
- Ensure the unloading, storing and moving goods-in or goods ready for collection;
- Ensuring that goods stored at the school are secure;

HOURS OF WORK

Paid Weeks per year	52 weeks
Hours per week	37.5 hours
Normal Working Pattern	Monday – Friday: 7am – 12noon & 2.30pm – 5pm
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holidays in accordance with normal entitlement (see below) shall be taken at times mutually agreed with the Line Manager. Holidays should normally only be taken outside of term-time.
Annual leave entitlement	Annual holiday entitlement for full-time support staff will be 34 days (including bank holidays), rising to 38 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.
Overtime	On average 20 hours per month overtime to allow for locking up at night after cleaners and lettings finish.

REMUNERATION

Salary Details:

- Point 12-17 of the SET Support Staff Salary Scale
- **FTE** £28,598 - £31,022 per annum + Additional Responsibilities Payment of £671.40

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

Annual holiday entitlement for full-time support staff is 33 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

School staff enjoy a number of non-contractual benefits, including free refreshments.

The post-holder will be entitled to join Stradbroke High School's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.