



Bronte House School

Caretaker

Job Description

JOB TITLE:	Caretaker
HOURS OF WORK:	2:30pm to 8:30pm Monday to Friday All year round
RATE OF PAY:	£13.45 per hour
BENEFITS:	20 days holiday rising to 25 after 5 years' service. Plus 3 occasional days between Christmas and New Year, in addition to statutory bank holidays. Option to purchase up to 2 additional weeks holiday a year All holidays are pro-rata for part time colleagues
RESPONSIBLE TO:	Bronte Site & Office Manager
RESPONSIBLE FOR:	To carry out portering, security, cleaning, basic maintenance, health & safety checks and other general school duties.
SUPERVISION AND GUIDANCE:	On working practices and procedures will be provided by Senior Caretaker, Health & Safety Officer or any person delegated to act on their behalf.

LIST OF DUTIES

- Ensure the security and integrity of the school buildings and grounds through locking and unlocking.
- To undertake a variety of repair and maintenance, including decorating, plastering, plumbing, joinery and other general ad hoc repairs.
- General porter type duties including transportation across the site and to the senior school site, of furniture, equipment, laundry, meals, materials, setting up and dismantling, assemblies, stage sets etc.
- To assist with and maintain records relating to routine health & safety checks such as: Legionella, Fire alarm testing, emergency lighting, visual checks of the building etc.
- Responding to emergency situations, including but not limited to; fire alarm activations and floods.
- Escorting and assisting contractors on site.
- Emptying the internal and external bins.
- Drive school minibus as required, for transporting pupils.
- Car parking duties at school events.
- To assist the groundsman in adverse weather conditions.
- To work across both sites as required.



HEALTH & SAFETY

You must be aware that you are responsible for your own safety and the safety of others in accordance with the Health & Safety at Work Act as revised from time to time.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self-disclosure form prior to interview. Any positive disclosure will be discussed at interview.

For further information on which offenses should be disclosed please visit the following pages:

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/>

Unlock - <https://www.unlock.org.uk/contact-us/>

Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website www.gov.uk/dbs.

Equal Opportunities Employer

Woodhouse Grove School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Employment decisions will be made on the basis of each applicant’s job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact HR. Should you require reasonable adjustments at application or interview stage, please also contact HR.

Child Protection and Safeguarding Policy

Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School’s Safeguarding Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

As part of the shortlisting process, online searches on shortlisted candidates will be carried out as part of its due diligence.

Signature:

Name: