

University Academy Holbeach

UNIVERSITY ACADEMY
HOLBEACH



UNIVERSITY OF
LINCOLN



Caretaker

37 hours per week, Full Time; including weekly shift rotation to be shared with Site Team

Salary: G4.9 (£26,846.00) to G4.12 (£28,153.00) (Actual)

Start date: As soon as possible

About the Role

Thank you for your interest in the role of Caretaker to join our Site Team at UAH.

This post would be to start as soon as possible, and cover 37.5 hours per week. This is a full-time role, to include a weekly shift rotation to be shared with the Site Team.

The successful candidate would play a vital role in ensuring that our school site is safe, secure, clean and well-maintained for pupils, staff and visitors. This is a varied, hands-on role which would be ideal for someone who takes pride in their work, has practical problem-solving skills and enjoys making a positive contribution to the school community.

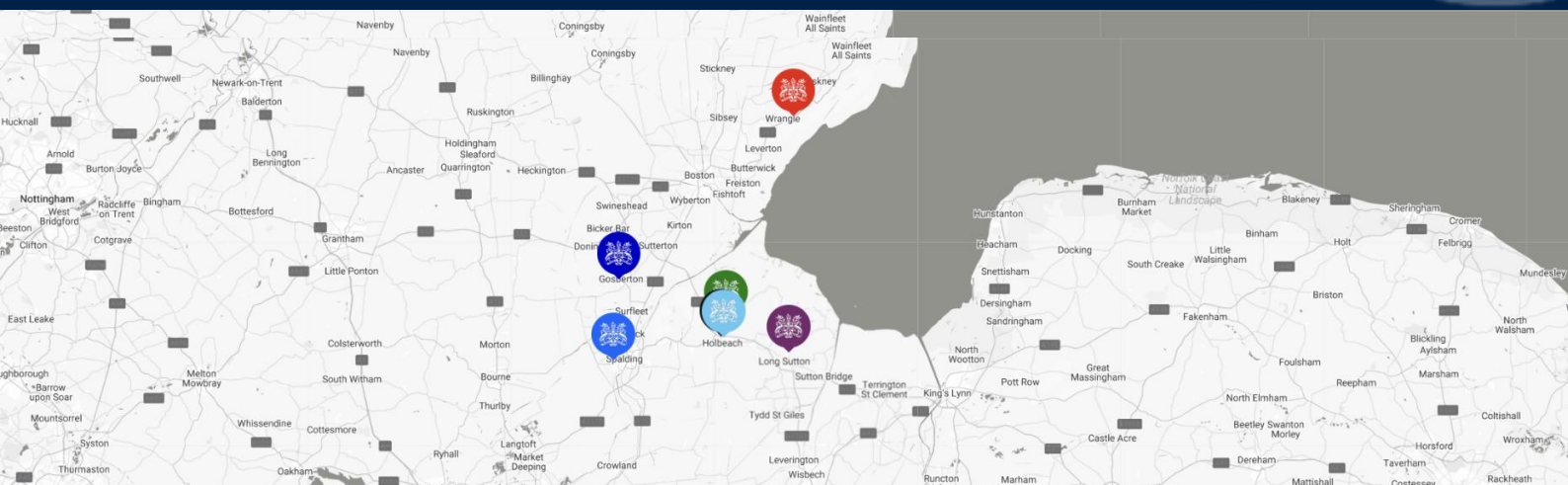
Interested candidates will:

- Have experience in a caretaking role in a school setting
- Be able to demonstrate excellent organisational and time management skills
- Communicate confidently and professionally
- Thrive under pressure, can multitask and works with meticulous attention to detail
- Be competent in DIY, plumbing and general building and maintenance skills
- Has the understanding of health and safety, including COSHH, Fire Safety and safe working practices
- The ability to identify potential hazards and take appropriate action
- Good attention to detail and pride in maintaining high standards
- Understanding of the importance of safeguarding and child protection within a school environment

Early applications are encouraged. We reserve the right to interview and appoint prior to the closing date of the advertisement, should we identify an appropriate candidate.

University Academy Holbeach is committed to the safeguarding and promoting welfare of children and young people. All pre-employment checks undertaken are in line with “Keeping Children Safe in Education”.

All posts are subject to an enhanced DBS check and Child Protection screening.



How to Apply

If you wish to know more about this opportunity, need further information or would like to arrange an informal discussion, please contact Monique Blake using monique.blake@uolat.co.uk who will arrange this.



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Caretaker Job Description

Ambition | Inclusion | Integrity

Job Title: Caretaker

Salary: G4.9 (£26,846.00) to G4.12 (£28,153.00) (Actual)

Start Date: As soon as possible

Reports to: Site Manager



37 hours per week, Full Time; including weekly shift rotation to be shared with the Site Team.

Job Purpose & Key Responsibilities

UAH is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

The Role

The successful candidate would play a vital role in ensuring that our school site is safe, secure, clean and well-maintained for pupils, staff and visitors. This is a varied, hands-on role which would be ideal for someone who takes pride in their work, has practical problem-solving skills and enjoys making a positive contribution to the school community.

Specific areas of responsibility and key tasks

Main responsibilities, tasks and duties

- Carry out day-to-day duties as directed by the Site Manager
- Carry out defined Planned Preventative Maintenance
- Respond to emergency situations such as floods, body spillages or health and safety issues.
- Work closely with the Senior Leadership Team and wider school staff for day-to-day maintenance, security and general upkeep of the school premises and grounds.
- Identify and report maintenance issues, hazards and defects promptly.
- Manage the opening and closing of the school premises, including setting and checking security systems, where required.
- Maintain school grounds including basic gardening, litter picking and general outdoor upkeep.
- Prepare rooms and facilities for lessons, meetings, events and activities.
- Assist with the setting up and moving of furniture and equipment as required.
- Liaise with contractors and external suppliers attending the school site, ensuring appropriate safeguarding and site procedures are followed.

	• Ensure tools, equipment and cleaning/maintenance materials are stored safely. • Undertake any other reasonable duties appropriate to the role.
Knowledge and skills	• GCSE Grade C / 4 or Level 2 equivalent in English and Maths. • Any relevant qualifications to the role. • Communicate effectively, both orally and in writing. • Accuracy and reliability. • Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines. • Excellent administration and organisation skills. • Ability to work flexibly and share workloads, particularly during periods of pressure. • Team player.
Personal Qualities	• Self-motivated – ability to work on own to achieve successful outcomes. • Creative and able to come up with own ideas. • Prepared to learn new skills. • Be flexible, reliable and have a proactive approach to work. • Have a good understanding of health and safety and safe working practices. • An understanding and ability to demonstrate the professional standards required when working in a school environment. • Positive outlook and a sense of humour. • An awareness of the school aims and ethos and a willingness to actively engage in the Academy and wider Trust community. • Be able to carry out all duties to a very high standard.
Health, safety & discipline	• Promote the safety, wellbeing and safeguarding of pupils in accordance with the UOLAT Child Protection and Safeguarding Policy and Behaviour and Anti Bullying Policy, and any other relevant policies. • Work in accordance with all Trust and Academy policies, including those relating to Health & Safety Handbook and Policy.
Management of staff	• No management of staff required.
Professional development	• To participate in professional development and Performance Management reviews in line with school policy. • To monitor action and self-evaluate, to learn from successes and mistakes. • To be committed to the philosophy of continuous professional development and undertake any additional training where required.
Fulfil wider professional responsibilities	• To contribute to maintaining the ethos, values and expectations of the Academy and to work to Academy Policy and established procedures.

Requirements for all colleagues	• Employees are expected to comply with any reasonable request from a line manager, Senior Leader or Chief Executive Officer to undertake work of a similar level that is not specified in this job description. • To undertake other duties that are in accordance with the purpose and grade of the post, as agreed with the Chief Executive Officer. • To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct. • To work positively with colleagues, pupils, parents and external agencies, regardless of their gender, ethnicity, sexuality, age or disability. • To attend staff briefings, meetings and training sessions as required.
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Ambition | Inclusion | Integrity



Caretaker Person Specification

a) Training and qualifications	Essential	Desirable
GCSE Grade C / 4 or Level 2 equivalent in English and Maths	Y	
Any relevant qualifications such as NVQs, GCSEs		Y
b) Experience	Essential	Desirable
Ability to demonstrate qualities required by the job description	Y	
Demonstrating a good level of competence in using IT	Y	
Previous experience working within a school setting		Y
Previous experience of working as a caretaker	Y	
c) Professional Knowledge and Skills	Essential	Desirable
Communicate effectively, both orally and in writing	Y	
Ability to work with tact, discretion and emotional integrity	Y	
Good practical and DIY skills, with the ability to carry out basic maintenance and repairs	Y	
Accuracy and reliability	Y	
An understanding of health and safety, COSHH, fire safety and safe working practices	Y	
Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines	Y	
Excellent administration and organisation skills	Y	
Ability to work flexibly and share workloads, particularly during periods of pressure	Y	

d) Personal Attributes	Essential	Desirable
Self-motivated – ability to work on own to achieve successful outcomes	Y	
Ability to make decisions and use own initiative	Y	
Creative, comes up with ideas	Y	
Prepared to learn new skills	Y	
An understanding and ability to demonstrate the professional standards required when working in a school environment	Y	
Positive outlook and a sense of humour	Y	
An awareness of the school aims and ethos and a willingness to actively engage in the Academy and wider Trust community	Y	
Accept the need for continuing professional development	Y	
Be able to carry out all duties to a very high standard	Y	
Understanding the need for confidentiality	Y	
e) Safeguarding	Essential	Desirable
Knowledge of the statutory requirements of KCSIE together with experience of Child Protection, Safer Recruitment and Safeguarding procedures	Y	
A commitment to the welfare and safeguarding of children and young people	Y	
Promote the welfare of young people	Y	
Commitment to form and maintain appropriate relationships and personal boundaries with young people	Y	

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

We will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



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