



EGGBUCKLAND
COMMUNITY COLLEGE
Everyone can



Recruitment

Caretaker

Everyone can... Be exceptional.

Dear Candidate

I am delighted that you are interested in applying for the role of Caretaker at Eggbuckland Community College.

Eggbuckland is a wonderfully caring and positive College who put students at the centre of everything we do. We have extremely high expectations of our students and pride ourselves in our 'Everyone Can' ethos. We firmly believe that every student deserves a great education, regardless of their starting point and are committed to enabling all students to flourish academically and develop into exceptional young people.

At Eggbuckland, we have extremely strong systems and routines, coupled with excellent pastoral care; this enables our students to thrive. In lessons, students are encouraged to develop a love of learning, to think for themselves and to work hard so they maximise their full potential. As part of Westcountry Schools Trust, we work collaboratively within our family of schools to ensure that all students and staff have to best possible experiences and opportunities. I look forward to reading your application.

Yours faithfully

Heather Lilley



Heather Lilley
Principal



Our Mission, Vision and Values

Our Mission

At Eggbuckland, we will foster:

A climate where *effort* prevails, above all else;

A curriculum which inspires *curiosity*: accessible and ambitious for all;

A community where *difference* is celebrated and *character* is shaped.

Our Vision

To be recognised as a great school where students receive a great education, regardless of their starting point.

Graduates of Eggbuckland will have the power to understand themselves and the world around them and have the confidence to realise their ambitions; they will be exceptional.

Our Values



Tenacity

"I have a goal and work hard to achieve it"

"I seek challenges to improve myself"

"I view setbacks as an opportunity for learning"



Integrity

"I am strong and stand up for what is right"

"I am honest"

"I am guided by strong moral principles"



Compassion

"I allow the voice of others to be heard"

"I accept people for who they are"

"I relish opportunities to improve the fortune of others"



Knowledge

"I am committed to instilling knowledge to my long term memory"

"I value the link between knowledge and increasing my learning and life chances"

"I utilise all opportunities to increase my wider knowledge"



From the Trust

Welcome to Westcountry Schools Trust (WeST); a tight-knit family of schools based around natural geographical proximity in the South West.

Initially formed as a small multi academy trust of only two schools in 2011, the Trust has experienced several iterations of growth and change.

In essence, WeST as we recognise it today, was launched in September 2017 with the ambition of delivering exceptional education for 2-19 years olds with the additional ability to provide postgraduate study through The WeST Training Institute (WTI).

The WeST family now extends to 31 schools of which 8 are secondary and 23 primary. All 23 primary schools naturally transition children into a WeST secondary school, an area of work we wish to further strengthen as our work matures.

WeST holds a firm belief in giving each child every opportunity to learn and succeed in all that they do.

Whilst we are a family of schools who share common values and beliefs, all our schools are unique and hold their own identity. We believe that by working collectively, sharing what works well and jointly developing best practice, we are stronger together and can provide the very best education for our children in our geographical area.

We have a pride in our schools, staff and children, and thrive on the constant challenge to do better. All our children are our collective responsibility.



Nat Parnell

Chief Executive Officer

Westcountry Schools Trust

Trust Vision, Mission and Values

While all our schools retain their own identity, we are a united family who share a common Vision, Mission, and Values. We believe that by working collectively, we are stronger and can provide the very best education for our children.



Vision

Every child achieving in a great school



Mission

Empowering children to impact positively on society



Values

Collaboration, Aspiration,
Integrity, Compassion,
Respect



WESTCOUNTRY
SCHOOLS TRUST

WESTCOUNTRY SCHOOLS TRUST
JOB DESCRIPTION

| | |
|----------------------|--|
| Job Title: | Caretaker (multi-site) |
| Location: | Across the Trust (based at Eggbuckland Community College currently) |
| Grade/Salary: | Plymouth NJC Grade C scp 5-7 Salary - £25,583 - £26,403 |
| Hours: | 37 hours per week all year round – 30-minute unpaid lunch break Shift pattern—alternate weeks of early and late shifts Early Shift—Monday—Thursday 05.45—13.45, Friday 05.45—13.15 Late Shift—Monday—Thursday—13.30—21.30, Friday 13.30—21.00 |
| Reports to: | Premises Manager |

The following is only an outline of the duties and responsibilities of the post which may change from time to time. The job description will be reviewed at least every two years and may be altered following consultation with the postholder, in line with the changing needs of the College. In all its activities the College follows a policy of continuous improvement.

Purpose

To undertake the caretaking role at the school, undertaking maintenance tasks both reactive and planned work as directed by the Premises Manager. Undertake inspections of the school and resolve any findings. Undertake security lockdown and opening of the school premises. Embrace a positive Health and Safety culture.

Duties and responsibilities to include:

Key Tasks

1. Security of premises and their contents; the post holder must be available for emergency call out.
2. Opening / closing, setting up for and after lettings, including any second clean. Ensuring that hirers comply with the Conditions of Hire.
3. Ensuring compliance with the Environmental Protection Act by continuous clearance of litter, both inside and outside the buildings.
4. General portorage.
5. Emergency cleaning including the unblocking of drains, toilets, etc.
6. Continuous inspection of the school for damage and vandalism, making good immediately any defects and reporting to the Premises Manager/Head Teacher.
7. General handyman duties, to include painting and decorating. decorating
8. Promoting the school's image.
9. Working knowledge of COSHH
10. Postholder must have a current full (not provisional driving licence).

Security of premises

1. Lock/unlock doors, gates and windows at the start and end of the day and/or as required.
2. Carry out a daily visual inspection of the building for damage and break-ins.

3. Liaise with the Premises Manager and in their absence the Police/Fire Brigade in cases of break-ins and fires etc.
4. Switch on/off intruder alarms, internal lights and external lights as necessary.
5. Make rooms and premises temporarily secure after break-ins or vandalism. Report incidence to the Premises Manager.
6. Check operation of all alarms, fire extinguishers (visual check), emergency lighting and fire hoses etc on a regular basis and record these checks.
7. Maintain a high level of security in areas which IT or other expensive resources are kept.
8. Check and make safe gas, water and electric isolators after damage or break-ins.

Maintenance

1. To monitor all contractors' personnel on site, accompanying them on/off site as necessary. Ensure that work is satisfactorily completed.
2. Identify and report any repairs, maintenance and replacement that require rectification.
3. Raise to the Premises Manager any orders for repair.
4. Liaise with staff from other departments and outside contractors.
5. Carry out basic maintenance work.
6. To ensure that arrangements for maintenance and minor repairs are affected as quickly as possible.
7. To install, maintain or repair items as appropriate to the fabric of the building, for example (subject to the capabilities of the postholder):
 - ◆ Plumbing (e.g. leaking taps)
 - ◆ Joinery
 - ◆ Painting and decorating
 - ◆ Plastering small areas
 - ◆ Reglazing at ground level
 - ◆ Electrical (to make safe broken fittings etc)
 - ◆ Gas (to make safe leaks – isolate supply at the earliest opportunity).
8. To report emergencies in the case of faults with gas, electric and water supply to the Premises Manager
9. Check and replace faulty lights, tubes, bulbs, diffusers, and starters on a regular basis. Fit or change electrical plugs if competent. Clean light fittings and test their operation weekly.
10. Check fuses and replace with manufacturers recommended fuse. Checking fuse boards where a circuit has been broken. Note: electrical repairs should only be carried out with the relevant training - repairs to fuse boards are to be carried out by a qualified electrician only.
11. To ensure heating plant and equipment is effectively operated, make adjustments as necessary and report defects and malfunctions to the Premises Manager.

Cleaning tasks

1. Ensure that caretaking equipment is clean, safe to use, and correctly stored.
2. Carry out basic maintenance of caretaking equipment in accordance with the manufacturer's instructions. Report faults to the Premises Manager.
3. Transport refuse to bin/skip areas from agreed collection points. Dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
4. To undertake emergency cleaning and other occasional cleaning as specified during normal hours after ill children, floods, or other incidents, or additional cleaning in toilet areas.
5. To provide a clean and hygienic environment during the College Day, by completing daily cleaning related tasks
6. Mop up and remove spillages, floods, vomit, waste and other substances requiring removal in line with

agreed procedures.

7. To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc.
8. Carry out an inspection after staff/contractors have completed their tasks, reporting any problems to the Premises Manager, or bring room(s) up to the required standard.
9. Keep the internal parts of the site litter free and carry out a daily inspection for graffiti.
10. Where necessary,
 - ◆ Clean and tidy all yards, paths, gullies and drains on a regular basis.
 - ◆ Empty external litter bins.
 - ◆ Carry out a daily check for external graffiti.
 - ◆ Remove all litter and leaves from hard/soft ground areas related to the site.
 - ◆ Carry out basic groundsman ship duties when assistance or cover is required.
11. Clear snow off main paths, steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
12. To clean internal windows subject to safe working practices.

General duties

1. To impart special skills and knowledge to colleagues as appropriate.
2. To undertake portering tasks as required including setting up and clearing away furniture and the distribution of goods delivered to the school.
3. Set out and put away furniture and equipment for functions, lettings and meetings.
4. Arrange temporary signs in car parks and buildings as necessary.

Administration

1. Liaising with the Premises Manager ensure compliance with health and safety requirements at all times in order to maintain a safe and healthy environment for all site users.
2. In consultation with the Premises Manager, order and collect goods required for the efficient completion of any caretaking or maintenance job. Ensuring the proper and efficient use of fuel, materials and equipment provided to carry out the role.
3. In consultation with the Premises Manager to monitor stock levels of items such as grit, toiletries, light bulbs/tubes and cleaning materials and inform the Premises Manager when stock needs replenishing.

Other

1. To undertake staff training as necessary, including safeguarding.
2. To undertake minibuses duties under the direction of the Premises Manager. Ensure the fleet of minibuses are kept in a clean and tidy condition, fuel the minibuses as required and deliver minibuses for maintenance and repairs. To collect and deliver passengers and/or goods as required. Carry out weekly maintenance checks on the vehicles) (eg oil, tyre pressure, water, etc) in accordance with the Trust's drivers' handbook.
3. To maintain site equipment when required.
4. To understand and observe the policies and procedures of the school.
5. Provide cover for other members of the caretaking and grounds maintenance team as required.
6. To carry out any other duties as directed by the Premises Manager.
7. Act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded.

Safeguarding

Eggbuckland Community College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate and satisfactory references before commencing the post.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

Signed:

Date:

Signed:

Date:

Principal

PERSON SPECIFICATION

E = Essential, D = Desirable

| Method of Assessment | Essential or Desirable | Application Form | Interview (or other selection activity) |
|--|-------------------------------|-------------------------|--|
| The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed. | | | |
| QUALIFICATIONS: | | | |
| Level of education equivalent to 5 passes at GCSE (level 9-4/A-C) NVQ2 or demonstrate relevant experience | E | ✓ | ✓ |
| Trade qualification relevant to the role | D | ✓ | ✓ |
| Undertaken training, including Legionella awareness, Asbestos awareness, IOSH | E | ✓ | ✓ |
| EXPERIENCE: | | | |
| Able to demonstrate practical experience in trade works | E | ✓ | ✓ |
| Awareness of Health and Safety at work | E | ✓ | ✓ |
| Experience of legionella, fire regs/safety | D | ✓ | ✓ |
| Experience of moving and handling practices | D | ✓ | ✓ |
| SKILLS AND ABILITIES: | | | |
| A team-based approach to work | E | ✓ | ✓ |
| Good time management skills, together with a methodical and organized approach to work | E | ✓ | ✓ |
| Able to effectively communicate with staff, children, contractors and parents | E | ✓ | ✓ |
| Able to self-motivate with the willingness to learn and adapt | E | ✓ | ✓ |
| Commitment to work flexibly to meet the business requirements | E | ✓ | ✓ |
| A methodical approach to problem solving | E | ✓ | ✓ |

| FURTHER REQUIREMENTS: | | | |
|---|---|---|---|
| A methodical approach to problem solving | E | ✓ | ✓ |
| Due to the nature of the role, the ability and willingness to work at and travel to different Trust sites from time to time | E | ✓ | ✓ |
| PERSONAL QUALITIES | | | |
| Professional, enterprising, personal impact | E | ✓ | ✓ |
| Outgoing, warm personality, approachable, inclusive | E | ✓ | ✓ |
| Positive, adaptable | E | ✓ | ✓ |
| Energetic, enthusiastic | E | ✓ | ✓ |
| Self-motivated, self-confident | E | ✓ | ✓ |
| Calm under pressure, emotionally intelligent | E | ✓ | ✓ |
| Sensitivity, fairness, tact, discretion | E | ✓ | ✓ |
| Reliable, committed | E | ✓ | ✓ |

| Method of Assessment | Essential or Desirable | Application Form | Interview (or other selection activity) |
|--|-------------------------------|-------------------------|--|
| The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed. | | | |
| VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours: | | | |
| Collaboration | | | |
| We are "Stronger Together," sharing expertise across the trust to lift every school | X | | X |
| Aspiration: | | | |
| We refuse to accept that geography or disadvantage dictates destiny | X | | X |
| Integrity: | | | |
| We act ethically, transparently, and with financial propriety | X | | X |
| Compassion | | | |
| We recognise need and act with positive intention to support wellbeing | X | | X |
| Respect | | | |
| We value diversity, listen to our communities, and treat every individual with dignity. | X | | X |

Additional Information

Westcountry Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Equal Opportunities

In fulfilling its aims and objectives, Westcountry Schools Trust actively seeks to achieve equality of opportunity and treatment for all members of the school community.

We will continuously strive to ensure that everyone is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential regardless of their gender, ethnicity, cultural and religious background, sexuality, disability or special educational needs and ability. The school works actively to promote equality and foster positive attitudes. WeST is committed to combatting all forms of discrimination by implementing positive policies and practices in compliance with the Equality Act 2010.

Procedures

All appointments are subject to pre-employment checks. That means:

- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A copy of our Child Protection Policy & Safeguarding Policy is available at:
<https://www.westst.org.uk/attachments/download.asp?file=2101&type=pdf>
- Your identity will be confirmed by sight of original, official documents such as a Birth Certificate, Passport etc. in line with the Asylum and Immigration Act 1996
- Original documents relating to all the qualifications you have listed on your application form must be supplied
- Your employment history will be thoroughly examined and clarification will be sought where there are gaps or other discrepancies arising from information provided either by you as the candidate or your referee
- References will be used to check dates of employment and your relevant experience. A minimum of two written references will be taken up and these references will be requested before the interview. References should cover the last 3-5 years' work history, as a minimum
- An online search of shortlisted candidates will be conducted in accordance with Part Three 'Safer Recruitment' of Keeping Children Safe in Education statutory guidance.
- The identity of referees and information relating to disclosures will be verified
- You will be required to provide details of any relevant unspent or spent convictions in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986
- An enhanced Disclosure and Barring Service (DBS) check will be requested. This check will be cross referenced against the Protection of Vulnerable Adults list (PoVA), the Protection of Children Act (PoCA) list and List 99. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. Please note that it is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children. Applicants will be challenged where inconsistencies exist. Please be aware that a firm offer of appointment will only be made after receipt and verification of all satisfactory checks. Westcountry Schools Trust will carry out these checks and should you fail these checks, our offer of employment will be withdrawn.
- For information of how we use your data please click on this link— [Westcountry Schools Trust Recruitment information](#).

