



Prepare | Aspire | Succeed

Signed

Name

(in capitals)

Date

Please return one signed copy to Judith Woods, HR Manager, and retain the other copy for your records

Post title: Caretaker including Lettings Duties

Salary: Bucks Pay Range 2 (from Point 11 £26,522 per annum to Point 15 £28,742 per annum)

Hours: 37 hours per week, all year round (52 weeks)

Shift pattern 5 days over 7 (rota-based, including weekends and evenings to cover school events and external lettings).

Holidays 22 days leave entitlement, rising to 25 days after 5 years, plus 8 public holidays.

Holidays to be taken in weekly blocks other than 1 week that can be taken as individual days. All holidays must be agreed in advance with the Site and Facilities Manager.

Responsible to: Site and Facilities Manager


Job purpose: Working collaboratively as a member of the site team, responsible for ensuring that the school environment is safe, secure and well maintained for students, staff and community users.


DUTIES AND RESPONSIBILITIES:


Health & Safety and Security:

- To be a school keyholder and to be responsible for the routine and non- routine (emergencies) opening and closing of the school site.
- Operate and regularly check systems such as heating, cooling, lighting and alarm systems as required by the Site and Facilities Manager. To ensure that the heating plant and electrical systems are functional and maintained in accordance with the instructions given.

The Cottesloe School

 Aylesbury Road, Wing, Leighton Buzzard, Beds, LU7 0NY

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Headteacher Mr S Jones, MA

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- Undertake regular Health & Safety checks of buildings and grounds; fixtures, fittings and equipment as required, with support from and directed by the Site and Facilities Manager.

Cleaning:

- Monitoring the cleaning of the school premises in accordance with the approved specification.
- Undertaking own cleaning responsibilities as per the school's instructions. ie. to carry out emergency cleaning as required, resulting from accident, sickness, vandalism and fire.
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately.

Porterage:

- Safely move furniture and equipment to support school assemblies, exams, and daily logistics.
- Deliver supplies and parcels to Departments.
- Collect and remove rubbish from work areas to a collection point as directed.
- Meet with contractors and when required oversee their work on the premises

Maintenance:

- Carry out basic maintenance to school premises, this may include decorating, carpentry, basic plumbing and other jobs within their capabilities.
- Respond to requests for site assistance in person and using a two-way radio.
- Maintain outdoor pitches (3G) including brushing and debris removal to ensure they are safe for PE and lettings use.

Grounds:

- Carry out gardening duties to maintain the appearance of the site including cutting back and mowing.
- Litter-picking and emptying bins to be completed daily and as required, to ensure grounds are kept tidy and presentable.
- Clear snow and grit paths during winter; manage litter and leaf clearance year-round.

Driving:

- Drive the school minibus as required (must hold B1 manual driving licence and undertake Bucks Council minibus driving assessment) with due care and attention.

Lettings:

- With support from the Lettings Officer facilitate lettings and carry out associated tasks in line with the school's Lettings Policy.

Safeguarding:

- Be aware of and comply with, policies and procedures relating to child protection, health & safety and security, confidentiality and data protection reporting all concerns to the appropriate person in line with school policies and procedures.

Additional:

- Undertake some clerical duties in relation to role (eg monitoring inspection forms and time sheets, maintenance requests, orders and requisition forms).
- Computer literate (ability to use smart phone technology to record information i.e. meter readings and building checks, send and respond to email messages, use the Spiceworks database for responding to site request tickets).
- Attend any courses required to fulfil responsibilities. including all assigned online training required for the role on the school's SafeSmart system within the probation period.
- This role requires regular physical effort such as bending and stretching, pulling or pushing equipment with occasions of more intense effort such as moving or lifting furniture.
- Regularly exposed to conditions which are generally unpleasant, hot, cold, wet, noisy and dirty or that involve some measurable risk.
- Contribute to the ethos/work/aims of the school.
- Undertake such other duties/responsibilities as may from time to time be reasonably required.

PERSON SPECIFICATION

This acts as a selection criteria and gives an outline of the types of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

1 = Application form 2 = Interview 3 = Test and/or Reference 4 = Proof of qualification

ESSENTIAL CRITERIA		HOW MEASURED
Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none"> • Grade C in English and Maths at GCSE or equivalent. • Knowledge and understanding of Health & Safety policies and procedures and willingness to keep up-to-date with Health & Safety procedures relevant to the role. • B1 driving licence and willing to undertake Bucks Council minibus driving assessment upon appointment. 	1, 4
Experience	<ul style="list-style-type: none"> • Experience of cleaning and basic building maintenance. • Hands on experience of at least two of the following areas: plumbing, decorating, carpentry, basic electrics. 	1, 2, 3
Skills/Abilities	<ul style="list-style-type: none"> • The ability to work flexible hours including evenings and weekends. • The ability to work unsupervised. 	1, 2, 3

ESSENTIAL CRITERIA		HOW MEASURED
	<ul style="list-style-type: none"> ● Evidence of trade certification such as carpentry, plumbing or basic electrical. ● Interest in basic DIY skills. ● Respond to requests for assistance in person and using two-way radio. ● Good interpersonal skills and the ability to liaise effectively with other staff, contractors and visitors to the school. ● Shared responsibility for building security and safety. ● Ability to solve basic problems in a calm and efficient manner. ● Computer literate (ability to use smart phone technology to record information i.e. meter readings and building checks. send and respond to email messages, use the Spiceworks database for responding to site request tickets). ● Basic problem-solving. 	
Equalities	<ul style="list-style-type: none"> ● To be able to demonstrate a commitment to the principles of equalities and to be able to carry out duties in accordance with the Council's Equalities Policy. 	1, 2, 3

- The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. All employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times whilst undertaking school activities and in their personal lives.
- The postholder will be required to undergo criminal, teacher status, qualification, medical and reference checks as part of the safer recruitment process and must be willing to participate in further training as the job requires. Disclosure of a conviction or caution will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000.
- The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.
- The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.
- All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.
- We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.
- This job description and person specification sets out the duties of the post at the time it was drawn up. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.