

Brill Church of England School A Diocese of Oxford Primary Academy

The Firs, Brill, Aylesbury
Buckinghamshire HP18 9RY
Telephone: 01844 237710
Headteacher: Mrs Rebecca Smith



Caretaker Advert

Job Title	Caretaker
Term Time only?	Yes (plus inset days and three weeks holiday working)
Salary Type	Bucks Pay
Salary Details	Bucks Pay Range 2 Point 10-12, FTE £25,823 to £27,274 (actual salary £9,554 to £10,091) dependent upon experience. Contribution to LGPS Pension Scheme.
Contract Type	Permanent
Hours	15 hours per week (7am to 10am with flexibility over agreed hours worked per week and days of the week worked)
Closing Date	Thursday 22 nd October
Interviews to be held	To be advised

Overview: Caretaker

To ensure that Brill C of E School provides a safe, well-maintained and welcoming environment for pupils, staff, and visitors. The Caretaker will be responsible for the maintenance and security of the school premises, ensuring that all legal, health and safety and safeguarding requirements are met.

About the school:

Brill Church of England School is a close-knit, friendly village school at the heart of its community. We take pride in our excellent academic results, positive pupil behaviour, and attitudes. Through exceptional teaching and an innovative approach, both inside the classroom and outdoors, we have developed an engaging and relevant curriculum. We cater to children from various backgrounds and with diverse needs, nurturing and encouraging them to reach their potential across all areas of the curriculum. We aim to serve our community by providing an education of the highest quality within the context of Christian values, belief and practice. We also welcome those of all religious denomination, and those with no religious beliefs.

Our dedicated and enthusiastic staff team seizes every opportunity to foster creativity and self-esteem. We strive to create a secure environment where everyone feels valued and supported, equipped with the skills and knowledge to achieve their fullest potential, in line with our motto; With the wind in our sails, we shall live life in all its fullness.

www.brillschool.org.uk



Brill C of E School is an exempt charity and a Company Limited by Guarantee. Registered in England and Wales 08436371. Registered Address: The Firs, Brill, Aylesbury, Buckinghamshire, HP18 9RY.

About the role:

1. Premises Maintenance

- Ensure the school buildings, grounds and facilities are maintained to a high standard of repair and appearance.
- Record all maintenance, inspection, and repair work, maintaining a log of all tasks completed and outstanding.
- Manage school waste and recycling.
- Monitor and maintain the school's heating, lighting and water systems, assisting with the arranging of contractors if repairs are required.
- Carry out minor repairs and decoration where appropriate to ensure the smooth running of the site.
- Assist the School Business Manager in overseeing external contractors working on site.

2. Health & Safety Compliance

- Ensure compliance with all relevant legislation, regulations and policies.
- Promote safe manual handling, PPE use and COSHH awareness.
- Carry out and record regular risk assessments, fire tests, legionella tests as well as weekly and termly site inspections.
- Ensure appropriate COSHH procedures are followed and substances are stored safely.

3. Security

- Be a keyholder.
- Maintain and review the Fire Risk Assessment and ensure fire alarms, extinguishers and emergency lighting are serviced and recorded.
- Liaise with external security and emergency services if required.

4. Grounds and Environment

- Maintain the school's outdoor spaces to create a safe, attractive and welcoming environment.
- Oversee external grounds maintenance contracts and ensure quality of work.
- Conduct inspections of trees, pathways, fences and play areas to identify and address any hazards.
- Be responsible for daily swimming pool checks and pool chemical levels (training will be provided) during the summer term and be responsible for the maintenance of the school swimming pool.

5. Energy Efficiency and Sustainability

- Support the school's environmental and eco initiatives.



6. Administration and Record Keeping

- Maintain all site-related logs, records, and documentation on Smartlog (training will be provided).

About the candidate:

Please see the attached person specification.

Other info:

Brill Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS (Disclosure and Barring Service) check and submit contact details / handles to facilitate checks on any social media presence. Any offer of employment is subject to satisfactory references. Visits to the school are encouraged and welcomed. To arrange a visit, please contact the School office on 01844 237710 or via email at office@brillschool.org.uk

Safeguarding statement:

We continue to take a whole school approach to safeguarding and it is the responsibility of all staff to report any concerns that they may have for the safety and/or welfare of any children with whom they have contact.

