



Caretaker

Applicant Pack



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The vacancy

Post advert

Deadline for applications:	11:59pm on 5 January 2025
Interviews to be held:	Week beginning 13 January 2025
To start:	ASAP

Hady Primary School is looking for a hardworking Caretaker who takes pride in their work and the school site. Since joining Chorus Education Trust in 2024, we have invested significantly to improve our school learning environment and the post holder will work closely with the Central Director of Premises & Estates and School Business Manager to implement a programme of statutory compliance, premises maintenance and repair to support our young people's learning,

The role offers a great deal of variety, and the ideal candidate will have:

- Experience and knowledge in general site and building maintenance, and repairs.
- Knowledge of health and safety, and statutory compliance legislation, including safe and working practices.
- Have good communication skills, a "can do" mentality and a practical, hands-on approach to work.

Role summary

Post title:	Caretaker
Profile:	EO2S
Grade:	4
Grade spinal point range:	SCP 7 to 12
Salary:	£25,584 - £27,711 per annum
Accountable SLT post:	COO
Line manager (if different):	Director of Estates / School Business Manager
Staff to be supervised or line managed by post holder:	Assistant Caretakers where applicable
Post holder will work with:	Central Facilities and Estates Team, Assistant Caretakers, Building Officers, Headteacher, School Manager
Holiday and sickness relief:	By and for other site administrative staff
Purpose of post:	To provide a service to the site consisting of security of premises, lighting, heating, cleaning, maintenance and operation of plant, portorage, and handy person duties. To provide an efficient support service to the site users and community groups. Assist with administration of defined budgets and premises related issues.

Version revised:

May 2024

Contract:

Permanent

37 hours/52 weeks



Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

- To ensure working practices as a priority in accordance with the statutory compliance of the building and wider site in relation to the Health & Safety at Work etc. Act 1974
- Working under the direction of director of Estates/Facilities Manager and in connection with the Central Facilities team.
- Ensure that the remedial works following statutory testing, checking and investigate maintenance are undertaken with compliance as a key performance indicator.

Security of premises:

- To act as primary keyholder.
- Responsible for an effective level of security of buildings and grounds. Liaise with security services and deal with alarm systems as appropriate.
- Maintain high level of security in rooms/areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas, and electrical isolators (fuse boards/circuit breakers)
- Lock/unlock premises and check for vandalism/break-ins, report and remedy as necessary.
- Switch on/off intruder alarms, internal and external lights as necessary. Adjust time clocks when necessary.
- Make rooms and premises temporarily secure after break-ins or vandalism. Report incidents to Headteacher, Line Manager and/or Premises section. Board up if possible. Remove loose or fragmented glass. Tidy up immediate vicinity.
- Check operation of fire alarms, extinguisher (visual check), emergency lights and fire hoses on a regular basis. Statutory compliance requirement.
- Make safe gas, water and electric power when looking up.

Cleaning tasks:

- Responsible for the day-to-day cleaning of the building and site, in conjunction any relevant agreements/contracts.
- To undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods, or additional cleaning in toilet areas.
- Responsible for the periodic stripping and resealing of hard surface floors.
- Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litter bins, including a daily check for litter and graffiti. Remove all litter and leaves from hard / soft ground areas related to the site.

- Remove graffiti from internal and/or external walls, windows etc., using appropriate cleaning equipment and materials.
- Monitor and provide quality assurance checks and reports on cleaning standards and follow up.
- Basic maintenance of school caretaking/cleaning equipment and ensure safe storage. Report faults as necessary.
- Transport refuse to bin/skip areas from collection points.
- Mop up and remove spillage, floods, vomit, and obnoxious waste in line with agreed procedures.
- Inspect after workmen, report any major problem to the relevant office or bring room up to required standard.
- Clear snow off main paths, steps, and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
- To clean high/walls/internal windows.

General Duties:

- Responsible for effective supervision and co-ordination of assistant caretaker(s) to meet the needs of the establishment.
- Provide induction training and continual guidance to familiarise any Assistant Caretakers with agreed procedures and working practices.
- To impart special skills and knowledge to other colleagues as appropriate.
- Maintain close working relationships with the bursar, staff and liaise with establishment users as necessary.
- Carry out portage duties as required including receipt of goods and supplies.
- Regularly check, unblock, and clean drains, manholes and gullies.
- Set out/put away furniture and equipment for functions, meetings, and exams.
- Arrange temporary signs in car parks and buildings as necessary.
- Deal with lost property in accordance with agreed procedure.
- School milk to be taken to agreed distribution points and empties to be returned to a central collection point.
- Remove weeds from paths, steps, and playground/yard edges.
- Pick up premises helpdesk jobs/tickets in a reactive and proactive manner, updating outcomes.

Administration:

- Follow and maintain suitable information systems appropriate to the post and needs of the site. To organise and prioritise workload of assistant caretaker (where applicable).
- Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and health working environment for all site users.

- Collect or buy goods as required for the efficient completion of any caretaking or maintenance job, in line with finance and procurement procedures.
- Certification, completion of necessary timesheets, lettings records, absence (sickness, holiday) records and event diary, using appropriate systems.
- Ensure adequate provision of materials and equipment, including issue of paper towels, toilet rolls, soap etc. Maintain effective stock control.
- Assist with control and administration of premises budget(s) for the school site.
- Assist with the development of school lettings programme and supervise and support lettings where necessary.
- To monitor all energy and water services usage and to be aware of the spending under these budget headings and liaise with the school business manager/central facilities team accordingly.
- Responsible for obtaining equipment and supplies and ensuring sufficient and *proper use of fuel, materials and equipment provided in relation to the job of caretaking and cleaning.

Health and Safety:

- To comply with the relevant Health & Safety legislation, policies and procedures in the performance of the duties of the post.
- Carry out routine inspections and document accordingly, including weekly fire alarm tests, legionella tests and other statutory checks.
- Take responsible care for the Health & Safety of yourself and other, including adherence to 'lone working' guidelines.

Maintenance:

- To monitor all contractors' personnel on site and ensure that work is satisfactorily completed. Accompany contractor on/off site as necessary. Check permits to work as required.
- Maintain and refer to the Log Book/helpdesk for maintenance jobs to be undertaken.
- To identify and report any repairs, maintenance or replacements that require rectification.
- Initiate work orders for repair and liaise with staff from other departments and outside contractors. Obtain estimates if necessary, under instruction from central facilities team.
- To carry out basic maintenance work following appropriate training.
- To ensure that arrangements for the maintenance, minor repairs and modifications are affected as quickly as possible.
- To install, maintain or repair, jobs of a minor nature relative to the fabric, fixtures and fittings of the building equipment and furniture. i.e. general maintenance of building:-
 - Plumbing i.e. leaking taps
 - Joinery i.e. boarding up broken windows
 - Painting/decorating

- Plastering to small areas
 - Reglazing to ground floor level
 - Electrical i.e. make safe broken light switch/sockets plugs. Tape over or isolate from further use. Report repair at earliest opportunity
 - Gas Leaks etc. isolate, turn off gas supply. Report repair at earliest opportunity
 - Others as necessary within the capabilities of the postholder.
- Fit or change electrical plug head if competent. Check fuses and replace with manufactures recommended fuse. Make up extension leads. Check and replace faculty light bulbs, tubes, and starters on a regular basis.
 - Fuse boards, where power failure to electrical appliance or faults have caused main fuses to break the circuit. Fuses may be checked if competent. Do not carry out any repairs to fuse boards.
 - Ensure power supply is switched off when working on any appliance.
 - Minor electrical repairs to be carried out by competent person unless appropriate training has been received.
 - If in doubt, switch off power and report repairs/problems to Premises Maintenance/ Emergency Services Section at the earliest opportunity.

Ground Maintenance Duties:

- Maintenance of borders and bedding, tending flower and shrub beds, planting and pruning.
- Sweep and clear leaves and other garden debris from paths, steps and drive.
- Ensure the skip areas are safe and tidy to deter pests and vermin.
- Carry out any required pest control protocol to remove and deter vermin
- Carry out minor improvement and maintenance of external areas to ensure a safe environment.
- Dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required
- Check of all equipment regularly, keep records of such checks
- Clean equipment after use, and particularly for seasonal storage.
- Carry out risk assessments of external areas and visual inspections, ensuring that defects are reported.
- Grit and clear snow on paths, driveways and car parks areas to minimize slipping hazards. Make regular checks and re-grit/re-clear where necessary.
- Monitor stock levels of consumable items such as fuel, grit, paint etc. to ensure stocks are maintained.

Support for the trust/school

- 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 an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Caretaker

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of caretaking in an educational/commercial/industrial background		✓	A
Knowledge of building security and fire alarm systems		✓	A
Ability to undertake manual handling tasks such as portage of furniture and deliveries.	✓		A / I
Ability to undertake basic DIY duties and minor repairs and maintenance including painting and decorating, joinery, plumbing and glazing.	✓		A
Good understanding of health & safety policy and procedures including safe working practices.	✓		A / I
Qualifications			
Relevant maintenance or trade qualification		✓	A
Good level of literacy and numeracy eg GCSE Maths and English at grade 4 or above.	✓		A
Evidence of regular, relevant and recent personal development.	✓		A
Other skills			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓	✓	A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I

Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

Hady Primary School

Hady Primary School is a primary school and nursery, situated in the East of Chesterfield, Derbyshire. It welcomes 350 pupils through its doors, from Nursery to Year 6.

Hady Primary aims to provide a nurturing environment, inspiring experience, and firm foundation for growth for the pupils, who are willing to learn, well-behaved and enthusiastic. It does so from an elevated location overlooking Chesterfield, which offers access to outdoor learning areas.

The school strives for excellence, welcomes challenges and delivers consistently strong results and Ofsted judged it to be 'Good' at its most recent (ungraded) inspection in April 2024, with evidence that "the inspection grade might be outstanding if a graded inspection were carried out".



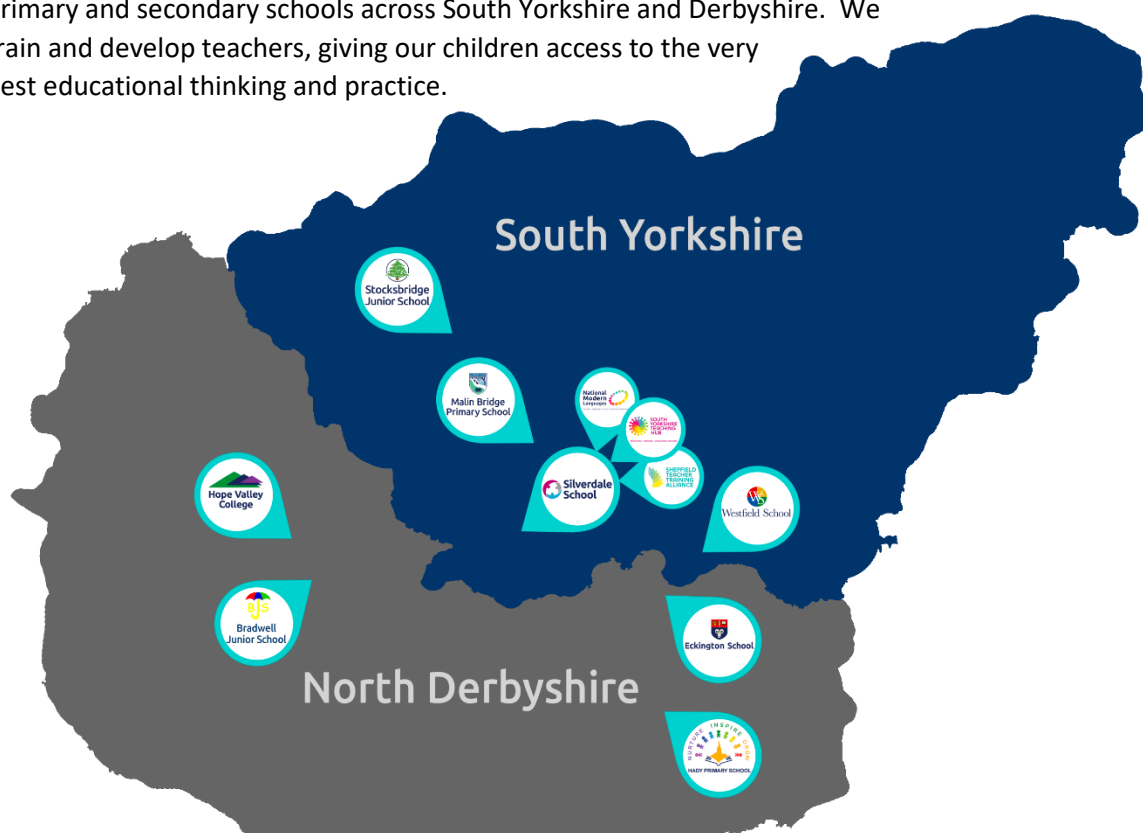
In addition to trust-wide benefits for all staff, those at Hady Primary School also have access to:

- Supportive and friendly staff and leadership team.
- Free staff parking.

You can view the school website at: www.hadyprimaryschool.co.uk.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is ‘Outstanding Achievement for All’. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- 

An ethos of being a **force for good**; of being part of a team that enables ‘outstanding achievement for all’.
- 

Leading edge **training and development** through the South Yorkshire Teaching Hub.
- 

A **collaborative environment** encouraging knowledge sharing and support.
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Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.
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Competitive **pension schemes**: Teacher’s Pension Scheme (teaching staff) and local government pension scheme (support staff).
- 

Term-time only contract postholders have the freedom of having **school holidays** off.
- 

Career progression opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.

To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Alice Pearson (HR Officer) at: recruitment@chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on Sunday 6 January 2025.
- Interviews to be held: week beginning 13 January 2025.

Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.