



November 2019

Dear Candidate

Thank you for your interest in the post of **Caretaker** at St Katherine's School.

St Katherine's is an exciting and rewarding place to work where staff work hard to give students rich opportunities to learn, both inside and outside the classroom. We have a positive attitude to what we can achieve and we work with a can-do approach. You will find that our values run deep and are represented throughout our work with our young people - see our [website](#). We work tirelessly to educate young people for academic success and for life.

If you apply for this post, you will be joining a team that is deeply committed to young people, that believes there are no limits to what a young person can achieve. You join a team who are engaged in their own learning and continually strive to develop their own practice and share with each other to improve our collective impact on young people.

St Katherine's School is part of Cathedral Schools Trust. We are situated on the edge of Bristol in a beautiful rural environment. Many of our students live in Bristol and due to the easy transport links, make a positive choice to travel out of the city each day to enjoy the wealth of opportunities that St Katherine's has to offer.

Further information about the school, the post and how to apply can be found on the school [website](#) or by contacting the school by emailing recruitment@skdrive.org

The closing date for receipt of completed applications is midnight 8 December 2019.

St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.

I look forward to reading your application.

Justin Humphreys
Headteacher



School Caretaker - St Katherine's School, Ham Green

Hours: 30 hours per week. 1 pm –7 pm, Monday to Friday, Term time

Contract: Permanent, Term time plus 3 weeks during school holidays to meet the needs of the school

Salary: £12,174 - £12,859 per annum

To work as part of our site team undertaking basic site and grounds maintenance, as well as key holding and security of the buildings and infrastructure.

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We are a vibrant, medium sized 11–19 mixed comprehensive school situated on the edge of Bristol, in a beautiful rural setting and part of Cathedral Schools Trust. We are warm, welcoming and inclusive, and committed to high standards of learning, behaviour and achievement. We offer a creative, supportive and friendly staff team, supported induction and excellent CPD opportunities throughout employment.

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Closing Date: Midnight 8 December 2019



St Katherine's School

JOB TITLE: Caretaker
GRADE: JG2
SCHOOL: St Katherine's School

1. JOB PURPOSE

- (a) Working under the general direction of the Site Operations Officer to support the management of the school premises to meet the defined standards and qualities essential for a hygienic, healthy and safe school environment.
- (b) To act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the school, working within agreed policies and procedures.

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

(a) Support for the *Site Operations Officer*

(2.1) Establish and maintain effective working relationships with line manager

Work with the *Site Operations Officer* on a one to one basis, in such a way as to ensure that there is an understanding and clarity of the post holder's specific areas of responsibility and accountability.

(2.2) Undertake designated cleaning and/or maintenance duties

Carry out cleaning *and/or* maintenance tasks as set out in the school's work schedules to the standards determined by the *Site Operations Officer* and co-operate with any reasonable request for changes to daily work routines, to assist the smooth running of the school. These will include carrying out regular litter picks, some general grounds maintenance e.g. weeding and pruning, responding to call outs from staff to deal with daily incidents e.g. floods, spillages (including bodily fluids), breakages and general maintenance, setting up assemblies, exam rooms etc.

(2.3) Undertake repairs and remedial work

In consultation with the *Site Operations Officer* undertake a reasonable range of day to day repairs to the school premises and its furnishings, including remedial painting and decorating, maintenance of fittings and minor improvements. These duties include internal line marking, door fittings, furniture repairs, minor glazing, minor plumbing fittings and day to day electrical replacements.

(2.4) Use materials and equipment effectively

Ensure that all materials and equipment are used in a safe, environmentally friendly and proper manner, following all guidelines and specifications carefully, reporting any breakdowns in equipment, to the *Site Operations Officer* promptly. Have special regard to energy conservation.

(2.5) Manage stock and/or a budget

Be responsible to the *Site Operations Officer* for an agreed level of stock / expenditure and maintain associate stock information, accurately and in accordance with financial regulations.

Keep agreed written records of all materials, apparatus and equipment related to cleaning maintenance and repair work, including responsibility for stock control and

maintaining an audit of expendable materials. Have responsibility for ensuring that sufficient supplies are always available to meet the needs of the school.

Maintain inventories and servicing schedules for all tools, apparatus and equipment, including meters, alarm systems and fire extinguishers, etc. where appropriate

(2.6) Health and Safety duties

Manage safety checks and risk assessments and ensure that all identified health and safety issues are dealt with as quickly and effectively as possible. Responsible for reporting to the *Site Operations Officer* any situation which potentially poses a danger to any student or member of staff in the school.

Ensure that outside areas are free of obstructions and are safe for pedestrian use, particularly during periods of severe weather conditions

(2.7) Sports Facilities

Ensure the sports facilities are available and ready for customers to use by setting up equipment.

Occasional cleaning is required to enable customers to do their sports.

Submit relevant information to the schools Finance manager to allow customers to be properly and accurately invoiced for lettings in a timely way.

Provide a reception service to customers including tours of facilities and ensuring users are aware of relevant Health and Safety considerations in line with statutory guidelines and schools policies and procedures.

(b) Support for the School

(3.1) Develop and maintain working relationships with other staff

Work effectively and in co-operation with all other staff in the school, using own knowledge and skills to contribute positively to the overall welfare of the school and its students.

Take a lead role in supporting and developing a culture of team working for the benefit of students', and the school generally.

Participate in staff meetings and contribute to the development of policies and procedures related to the cleaning and general maintenance of the school.

(3.2) Contributing to the management of the security and wellbeing of the school

Always undertake duties in such a way as to ensure that the school has a safe and welcoming environment. Be familiar with all the school's policies concerning the safety of student.

Manage the operation of the school heating systems; ensuring that all plant and equipment operates at maximum efficiency and economy with special regard to energy conservation.

Be responsible for ensuring that the school is left in a secure manner and as one of the main key holders, respond to alarm activation call outs when available. undertake security call out duties when necessary.

Lock and unlock premises, set security alarm systems, carry out security checks as necessary, respond as required, by mutual agreement with the *Site Operations Officer* for out of school hours activities.

(3.3) Maintain materials, apparatus and equipment.

Within the scope of personal knowledge and training, maintain and repair tools, apparatus and equipment. Where this is not practical, arrange for repair and servicing work to be carried out by a contractor approved by the *Site Operations Officer*.

3.4) Undertake portage duties

Receive stores, materials and other goods delivered to the school and ensure that these relate to *bona fide* orders and meet the required standards. Complete documentation and secure authorising signatures.

Manage the setting out and clearance of furniture and other equipment for special activities, as directed by the *Site Operations Officer*.

(3.5) Oversee work of 'external' contractors

Accompany contractors and other service providers to required locations on the school site, monitor the safety of their working practices and advise the *Site Operations Officer* where there are concerns about the quality of their work or the service being provided.

Responsible for monitoring grounds maintenance work.

(3.6) Review and Develop own knowledge and skills

Maintain effectiveness as a member of the school staff by taking responsibility for own continuing learning and development in respect of cleaning and maintenance responsibilities. Attendance will be required at any training courses provided by the school.

4. QUALIFICATIONS AND EXPERIENCE:

- (a) Technical or trade qualifications relevant to maintenance and repair duties essential.
- (b) Knowledge of relevant health and safety regulations
- (c) Training in cleaning methods and the use of materials and equipment must be undertaken during initial period of employment
- (d) Ability to work with limited direct supervision
- (e) Full driving licence

5. SUPERVISORY RESPONSIBILITY:

- (a) The post holder does not have supervisory responsibilities for other staff.
- (b) There are no budgetary responsibilities attached to this post.

6. SUPERVISION RECEIVED:

Overall supervision received from the *Site Operations Officer*

7. CONTACTS:

- (a) Staff and students within the school.
- (b) External contractors providing materials and equipment or undertaking building maintenance work.
- (c) Staff with responsibilities concerning the school buildings and their environment.
- (d) Police and other emergency services in respect of any call out responses

8. SPECIAL NOTES OR CONDITIONS:

Protective clothing will be provided and must be worn at all times whilst working with materials, equipment or apparatus.

In addition to cleaning and maintenance duties some lifting is required for the movement of equipment and furniture

St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder is subject to the provisions of all child protection legislation, and policies governing staff who work with children and vulnerable adults.

The post is subject to DBS Barred list and Enhanced Disclosure checks.

Person Specification

Caretaker

ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
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QUALIFICATIONS	Relevant technical or trade qualification for maintenance and repair duties. Full driving licence	
WORK RELATED EXPERIENCE AND ASSOCIATED VOCATIONAL TRAINING	Knowledge of relevant health and safety regulations Willingness to undertake MIDAS training	Experience of working in a school.
PERSONAL SKILLS	Good communication skills Able to work safely and in accordance with policies and procedures Good team worker Ability to work with limited direct supervision Ability to work in a way that promotes the safety and wellbeing of children and young people. Flexible Enhanced DBS and barred list check clearance (relevant applications and checks will be carried out before any job offer is confirmed)	

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March 2019