



The Federation of the Church Schools of  
Shalfleet and Freshwater & Yarmouth

*Together for a Brighter Future*

# THE FEDERATION OF THE CHURCH SCHOOLS OF SHALFLEET AND FRESHWATER & YARMOUTH

## CARETAKER VACANCY

### 2023

The governing body is committed to safeguarding and promoting the welfare of all children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check. We follow safer recruitment guidelines. The Federation is an equal opportunities employer and welcomes applications from all sections of the community. This post is exempt from The Rehabilitation of Offenders Act 1974 and the amendments to the exceptions order 1975, 2013 and 2020.

Sarah Woodburn  
sbm@fosay.co.uk

May 2023

Dear Candidate,

Thank you for expressing an interest in the Caretaker position.

### **The Federation**

The Federation of the Church Schools of Shalfleet and Freshwater & Yarmouth are two Primary Schools both based in vibrant communities in the west of the Isle of Wight. The Federation has been in existence since 1<sup>st</sup> September 2010, has one Governing Body and one Headteacher. We work exceptionally closely together, successfully expanding to provide education as a full 2-11 primary school at Freshwater & Yarmouth and 0-11 at Shalfleet. We have improved and extended our buildings, developed the curriculum and further raised standards of attainment. Both schools are rated 'Good' by Ofsted. As Christian Schools, we value each child as special and unique in the sight of God and, through love, challenge and opportunities, enable them to develop as confident, caring and successful young people within our 'Safe Haven'.

### **Shalfleet**

Shalfleet is a rural primary school, situated just outside the village of Shalfleet in the West Wight area of the Island. We have seven classes spread across the school in single year groups. The team of committed staff plan and deliver exciting learning opportunities and are dedicated to providing high quality education to our learners, allowing each pupil to reach their full potential. In order to deliver an outstanding education, the environment needs to be kept in good repair and décor. The caretaker role is paramount to this.

### **Freshwater & Yarmouth**

Our school is an important part of the local community and currently located in Freshwater town. We moved into our new purpose built with school consisting of 7 classrooms. The caretaker will be integral to maintaining the high standards of the new building to ensure that we provide a creative, well presented environment where the children can grow and learn.

### **Caretaker Role**

We are looking for a site superstar who likes variety in their work. You will need to be hardworking, proactive and someone who will look for ways to improve the school premises and willing to work across the both schools. The role will involve general maintenance, light gardening, cleaning windows, painting, statutory health & safety checks along with safeguarding of the premises. Ideally you will be comfortable with using IT as our records are kept electronically.

If you are looking for a caring, warm, inclusive working environment and you feel that you are looking for a working environment where you can shine, please come and visit us.

**Contracted hours**

The contracted hours are 20 hours per week, 47.89 weeks per year (term time plus 3 weeks), Monday to Friday, 7am – 11am. HAY scale 4A £21575 FTE, actual £10740.40. The job role will involve work during some of the school holiday periods and across the two school sites.

**How to Apply**

If you are interested in applying for the role, please contact Sarah Woodburn, School Business Manager on 760345 or email [sbm@fosay.co.uk](mailto:sbm@fosay.co.uk) for an application pack. We welcome site visits, so please feel free to contact us to arrange a suitable day and time.

**Closing date for applications:** Midday on Monday 5<sup>th</sup> June 2023

**Interviews:** Interviews Thursday 8<sup>th</sup> June 2023

Completed application forms should be sent to: [sbm@fosay.co.uk](mailto:sbm@fosay.co.uk) or alternatively

Sarah Woodburn  
School Business Manager  
Shalfleet CE Primary School  
Station Road  
Ningwood  
Nr Newport  
Isle of Wight  
PO30 4NN

*References will be requested prior to interview and an enhanced DBS check will be required for the successful applicant.*

*The Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974.*

If you have any queries regarding this post, please contact Sarah Woodburn on 760269.

## Job Description

Service:	Premises and Facility Management
Job Title:	Caretaker
Grade:	Hay Scale 4A-4E (FTE £21575 - £21968)
Responsible to:	School Business Manger, Senior Leaders, Deputy Headteacher, Headteacher (ultimately)

### Job purpose

Under the instructions/guidance of appropriate senior staff – provide maintenance and security services on school sites and premises. To enhance the provision of high quality, cost effective premises management, security and cleanliness of the school site.

Prioritise health & safety to ensure that the site is secure and safe for everyone on site.

Be responsible for an effective maintenance programme which ensures that the site is safe, secure, clean and well maintained.

To ensure compliance with all statutory requirements.

### Major Tasks

1. Promote equality as an integral part of the role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allow the school to employ your skills, abilities and experience across the Federation.
3. Maintain computer and manual records of maintenance

### Security

4. Lock/unlock school buildings and areas.
5. Undertake regular security checks and identify security risks.
6. Monitor fire safety equipment and carry out fire drills.
7. Operate and respond to alarm systems where appropriate, outside any specialist monitoring brief.
8. Monitor CCTV or surveillance equipment where appropriate.
9. Attend any lettings to ensure access is provided, securing the site after use.
10. Provide emergency access to the school site.

### Maintenance

11. Undertake appropriate repairs e.g. redecorating, minor repairs, basic plumbing and installations. Cleaning windows, general maintenance, painting & decorating.
12. To complete routine inspections of the buildings, fixtures, fittings, premises and grounds to assess for minor work or repairs required to be carried out, undertaking this work where necessary to maintain safe and compliant conditions recording any actions on the school computerised system. Reporting to the School Business Manager any works.
13. To complete various maintenance duties to ensure that the general upkeep and maintenance of the premises is to the highest standard.
14. To be hands on and proactive in keeping the site safe and operational.
15. To embrace and utilise to its full potential the school premises compliance computerised system.
16. To maintain relevant logs, records and information as required.
17. To liaise with the School Business Manager and Finance Manager to approve new systems and methods of working when required
18. To ensure any work completed is in line with budget and spend allocation.

## **Statutory**

19. To ensure that all statutory checks are carried out and records are kept.
20. To organise fire drills and procedures.
21. To ensure the responsible operation, care and maintenance of all equipment and tools associated with caretaking and maintenance work, and to ensure that proper safety standards and requirements are applied.
22. To take an active part in any agreed training.
23. Ensure compliance with Health and Safety and Insurance requirements. Work with the Isle of Wight Health and Safety team and Insurance team in undertaking any audits of the premises as required. Carry out any remedial work and report on actions.
24. Promote and ensure the health and safety of pupils, staff and visitors at all times.
25. Ensure that the school remains compliant in all Health and Safety matters.
26. To ensure the safe storage of equipment, supplies and materials as necessary.
27. To ensure that during the school holidays all taps are regularly flushed through.
28. To ensure the testing and recording of all fire alarm systems and emergency lighting on a weekly basis.
29. To carry out snow clearing and gritting to ensure essential pathways are safe to use.
30. To keep the school grounds and premises litter free, ensuring any hazardous materials or items are disposed of safely.

## **Security**

31. To ensure adequate security of the buildings and premises.
32. To report on security breaches and recommend any actions for improvement.

## **General**

33. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
34. Contribute to the overall conscious community ethos/work/aims of the school.
35. Participate in training and other learning activities as required.
36. Recognise own strengths and areas of expertise and use these to advise and support others.
37. Ensure that yourself and others are compliant with all health and safety policies and procedures.
38. Ensure safe use of equipment and materials.
39. Treat all users of the school with courtesy and consideration.
40. Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
41. Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times.

## PERSON SPECIFICATION

JOB TITLE: Caretaker

GRADE: 4A

DATE: October 2022

<b>E = ESSENTIAL</b> <b>D = DESIRABLE</b>		<b>SOURCE OF EVIDENCE -</b>	<b>APPLICATION =</b> <b>TEST</b> <b>INTERVIEW</b>	<b>A</b> <b>T</b> <b>I</b>
	<b>1. EXPERIENCE, direct work experience, other relevant experience.</b>			
E	Relevant experience desirable.			A/I
E	Handyperson experience.			A/I
D	Caretaking / site-keeping experience in a school or similar environment.			A/I
				A/I
	<b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>			
E	Willingness to develop knowledge of use of ICT and other specialist equipment / resources.			A/I/T
D	Working knowledge of relevant policies / codes of practice / legislation.			A/I/T
D	Knowledge of Health and Safety procedures and precautions.			A/I
D	Knowledge of COSHH regulations.			A/I
D	Awareness of health and hygiene procedures.			A/I
D	Knowledge of moving and handling procedures.			
	<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train.</b>			
E	Self-motivation.			A/I
E	Ability to relate well to children and adults.			A/I
E	Willingness to participate in development and training opportunities.			A/I
	<b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given. W =</b>			
E	Willingness to undertake induction training.			A/I
D	NVQ 2 OR equivalent qualification desirable.			A/I
D	Good numeracy / literacy skills / GCSE (or equivalent) Math's and English.			A/I
D	Specific training in specialist area.			
				A/I
	<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.</b>			
E	Proactive, self-motivated and friendly			A/I
E	Honest and trustworthy			A/I