

## **CARETAKER VACANCY**

**JOB TITLE:** Caretaker. Part-time.

**PLACE:** Lanesend Primary School

**SALARY:** NJC Scale 3: SCP:05-06 £23,500 to £23,893  
(Pro-rata £9,518 - £9,677 per annum)

**HOURS:** Tuesday & Thursdays -15 hrs p/wk. 52 weeks p/year Inc. holiday

**START DATE:** Monday 2<sup>nd</sup> June 2024. Subject to enhanced DBS clearance.

**RESPONSIBLE TO:** Headteacher

**REPORTS TO:** Site-Manager / SBM

**APPLICATIONS:** Completed application forms to be returned by 12noon 13/05/24  
[finance.manager@lanesendpri.iow.sch.uk](mailto:finance.manager@lanesendpri.iow.sch.uk)

**CLOSING DATE:** 12 noon Monday 13<sup>th</sup> May 2024

**INFORMATION:** Further information, safeguarding, site visit &/or application form  
[www.lanesendprimary.co.uk](http://www.lanesendprimary.co.uk) or contact SBM Angela Cordon 293233

**SAFEGUARDING:** This post is covered by the Childcare Disqualification Regulations 2018. The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, shortlisted candidates will be required to demonstrate to the Trust, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations. If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted. All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go to [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check) (<http://www.gov.uk/disclosure-barring-service-check>).

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

### **Additional Information**

Work Permits: we may be able to obtain a Work Permit for this post but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.

## **JOB DESCRIPTION**

Lanesend Primary School is a single site primary school with ageing single storey, flat roof buildings, with playground/fields and grounds in need of constant maintenance and inspection. The role of caretaker for a Tuesday and Thursday each week is to contribute to the smooth running of the school by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including portage, repairs and maintenance. To undertake tasks as directed by the Site-Manager and Deputy-Site

### **Key tasks:**

1. Responsible for the opening and closing of school premises and Including enabling access in the event of snow, flooding or other emergency situations, in the absence of the Site-Manager and Deputy-Site.
2. Provide security oversight of the school premises and grounds, dealing with or reporting emergency events such as fire; flood; break-in; vandalism; accident, in the absence of the Site-Manager and Deputy-Site.
3. Direct contractors to the site of repair and maintenance work when required.
4. Notify the Site-Manager of any necessary repairs, routine maintenance works or faulty equipment, which are outside and fall outside of normal caretaking duties. Carry out first line repairs and maintenance which are reasonably expected of the role,
5. Regular litter clearance and playground bin emptying.
6. Clean outside hard areas three times per week e.g. playgrounds, paths and entrances, collect all litter, refuse and medical waste and convey to nominated collection point for incineration or collection by contractor.
7. Ensure playgrounds, paths and entrances are kept clean and clear and that gullies and drains are free-flowing.
8. If relevant, during school closure periods undertake floor treatment work, i.e. preparation, application of polishes and seals and carpet shampooing, based on consultations with line manager.
9. Ensure accessible light fittings are replaced when necessary.
10. Taking delivery of stores, materials and other goods and conveying them to their points of distribution.

11. Set up and remove furniture e.g. for exams, lunch hall, assemblies, school events and lettings as required.
12. Carry out regular checks, which might include replenishment of consumable items daily i.e. soap, towels, toilet paper etc. reporting concerns to line manager.

## **PERSON SPECIFICATION**

### **Essential key skills, abilities, knowledge, experience, values and behaviours**

- Ability to learn to undertake new tasks
- Ability to identify work priorities
- Ability to work effectively and supportively as a member of the school team.
- Ability to demonstrate commitment to Equal Opportunities.
- Ability to maintain confidentiality on all school matters
- Displays commitment to the protection and safeguarding of children and young people.
- Willingness to undertake and participate in further training and development opportunities offered by the school and county, to further knowledge

### **Desirable key skills, abilities, knowledge, experience, values and behaviours**

- Experience of keeping work records.
- Willingness to be a Fire marshal/ and First Aider.

### **Document version control:**

Date created/amended: April 2024

Name of person created/amended document: AC

### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	Yes
Occupational Driving	Yes
Lone Working	No
Working at height	Yes
Shift / night work	No
Working with hazardous substances	Yes
Using power tools	Yes
Exposure to noise and /or vibration	Yes
Food handling	No
Exposure to blood /body fluids	Yes