

### **Exciting Caretaker opportunity at Holy Family Catholic Primary School**

**Hours:** 20 Hours per week - Mon to Fri 7am- 11am (there may be some variations on timings)

**Weeks:** 52 weeks

**Salary:** £15,858 pro rata, per annum (FTE £29,546), based on XCET pay grade 5.2 starting salary.

An exciting opportunity has arisen for a Caretaker to join our small, friendly one form-entry school in Addlestone. We are offering a part time role of 20 hours per week - with flexibility during the holidays. The role would equally suit someone looking for a part time role in a step towards retirement or someone looking to gain experience of premises management. A willingness to contribute to all areas of busy school life is a must and support and training will be provided.

The Caretaker's role is to ensure that the school premises are safe, clean and secure for pupils and staff at all times. Some knowledge of plumbing and electrical work would be desirable to carry out basic maintenance and repairs.

The Caretaker is responsible to the Headteacher, Office Manager and Governors for a high level of maintenance of the buildings and site, (including certain technical and administration duties), to ensure their most cost effective use, and to contribute towards the Governing Body's objectives of achieving greater value for money.

The Caretaker will be responsible for the maintenance of a clean, safe, warm and secure environment at the school.

#### **Duties are varied but will include:**

- Security of the school site and key holder
- DIY repairs and maintenance
- Liaising with and monitoring quality of work of contractors
- In conjunction with the Office Manager responsibility for Health and Safety procedures

#### **Caretaker Job Specification**

##### **Morning responsibilities**

- Opening the School grounds.
- Ensuring all resources are topped up each morning e.g. hand towels.
- Emptying rubbish and recycling bins.
- Check all areas of the School are clean and deal with any problems.
- Check for any required maintenance on the premises

##### **Other regular tasks**

##### **Security**

- To ensure arrangements are in place for the unlocking of the school each day and to be one of the team with key holding responsibilities.
- To respond to emergency call outs and respond appropriately
- To ensure alarm systems are kept in good order, regularly checked and monitored.
- Patrol the site regularly and check for hazards, damage etc and deal with the issues appropriately.

### **Contractors / Suppliers**

- Liaising with contractors and helping where appropriate as well as overseeing the work they do to ensure that contracts are being adhered to and quality standards met.
- Assist the Head teacher with project management, from initial development of requirements to conclusion and hand-over of completed works, and assisting in developing a rolling programme of major works to improve the site facilities in a structured and planned manner.

### **Site Management tasks**

- Meet regularly with the Office Manager and advise on any repairs or maintenance work necessary.
- Maintaining the school grounds.
- To prioritise the programme for minor works at the school, taking into account urgent need and health and safety issues.
- Ensuring all Health and Safety requirements are adhered to, monitoring and keeping a record of all statutory tests and checking that these are kept up to date, to include: the fire alarm testing / emergency lighting / water testing / asbestos monitoring / electrical equipment testing / periodic fixed electrical testing and any other statutory jobs.
- Liaising with the Parents Association and after School clubs regarding their requirements for access to the School hall / site and the associated set up of chairs / furniture.

### **Lighting and Heating**

- To take meter readings and provide details of these to the Office Manager.
- Maintaining the school's boilers, ensuring that the heating is coming on at suitable times and adjusting the settings according to the weather and temperature within school.
- Ensure as far as possible that arrangements are made to minimise the effects of any failures of heating and lighting pending their property repair.

### **Cleaning**

- In conjunction with the Office Manager and Estates Team to oversee the standard of cleaning throughout the buildings.
- To undertake ad-hoc cleaning as required and to clean up after spillages.
- During school holidays supervise and assist the cleaners in performing a deep clean of the school premises.

### **Portering**

- Ensure that deliveries of goods and materials are properly received and are delivered within the school
- Move and distribute furniture and equipment within the school

**Interviews:** TBC

**Closing Date:** Friday 9<sup>th</sup> October

**Please complete the attached application form and email it a.plummer@xaviercet.org.uk**

*The school reserves the right to withdraw the advert if a suitable candidate is found.*

### **Safeguarding Statement:**

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Successful applicant will be required to undertake an enhanced check via the Disclosure and Barring Service.