**Job Title: Caretaker**

**Location: Prior’s Mill C.E Primary School**

**Start Date: January 2025**

**Contract Type: Permanent**

**Salary: NJC point 11 £28,979 FTE - 12 £29,421 FTE**

**Pro Rata Salary: £23,625.81**

**Weekly Hours: 30h**

**Working Weeks: Full time 52.143 weeks per year**

**About Us:**

Prior’s Mill C.E. Primary School joined Melrose Learning Trust in 2023 and is a large mainstream Church of England School based in Billingham, Stockton-on-Tees. The school offers an inspiring curriculum and provides children with high achievement, confidence and strong moral values underpinned by a distinctly Christian ethos.

At Prior’s Mill C.E. Primary School, we encourage everyone to discover, flourish, and grow in their talents, nurturing their God given gifts and potential. We work with passion to foster a love of learning, a love of community and personal resilience. Following in the footsteps of Jesus, we are a school where kindness, forgiveness, respect, and honesty underpin our words and actions.

Our school is a vibrant and inclusive educational community committed to providing high quality learning experiences for all pupils. The school has a holist approach to ensuring personalised support for all pupils and strives to create an environment where every child can believe in themselves, achieve their goals and develop the skills necessary to succeed in their future.

The Governing Body of Prior’s Mill C.E. Primary School is looking to appoint an experienced, enthusiastic and dedicated Caretaker to start as soon as possible.

We are seeking an enthusiastic and committed Caretaker to provide a warm, safe, clean and secure environment so all children have equal access to education and opportunities for success.

This is an exciting opportunity for anyone wanting to work in a brilliantly supportive, inspiring, and enjoyable working environment, giving you the opportunity to make a positive difference to the lives of young children every day.

**Key Responsibilities:**

* To carry out the general functions as specified in Job Description
* To advise the Head Teacher/School Business Manager when the need arises for repairs and maintenance to the premises and furnishings to always ensure safe conditions
* To ensure the general security and maintenance of the school premises and grounds
* To carry out basic repairs and maintenance, undertaking general portage duties, and have a commitment to energy efficiency and recycling
* Leading and overseeing the day to day health and safety of all staff, pupils and third parties who attend the school site
* Foster a supportive and inclusive environment throughout school where all pupils and staff feel valued and respected

**Our ideal candidate will have:**

* Previous experience of working in a similar role.
* Have excellent communication and interpersonal skills, with the ability to form strong and supportive relationships with children and staff
* Demonstrate patience, empathy and a positive attitude towards overcoming challenges
* A resilient, proactive and positive nature
* High levels of enthusiasm, energy and positivity when working with pupils, staff and visitors
* Have the ability to create and maintain a safe and supportive sports environment
* (Desirable but not essential) Relevant qualifications or training applicable to the role and responsibilities

**What we can offer:**

* Flexible Working Patterns
* Car Scheme
* Cycle to Work scheme
* Generous annual leave entitlement
* Employee Assistance Program
* Staff Incentives including prize draws

**How to Apply:**

If you have the skills and drive to be successful in this role, please contact school on 01642 650426. If you need any further information, please contact us at: [office@priorsmill.org.uk](mailto:office@priorsmill.org.uk)

Visits to school are encouraged, please contact us and we will arrange a time.

For more information about us, please visit www.priorsmill.org.uk

**Closing Date for Applications:** Wednesday 27 November 2024

**Interviews:** W/C 2 December 2024

**Position Available:** January 2025

*Prior’s Mill C.E. Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to relevant vetting checks in line with Keeping Children Safe in Education Part 3, including an enhanced disclosure, satisfactory references, before an offer of employment is confirmed. All shortlisted candidates will be subject to an online check as part of the safer recruitment process. Prior’s Mill C.E. Primary School welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.*

**Caretaker Job Description**

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| **POST:** | Caretaker  Permanent  NJC point 11-12  30hpw  Whole time – 52.143 weeks per year |
| **SALARY GRADE:** | NJC 11 - 12 |
| **RESPONSIBLE TO:** | Headteacher |
| **JOB PURPOSE:** | To work under the direction of SLT, Class Teachers and other appropriate staff to ensure a safe, warm and clean environment to support teaching and learning.  The post holder should be committed to full inclusion for all. |
| **ACCOUNTABILITIES/MAIN RESPONSIBILITIES** | |
| **Building** | * To be the main designated key holder for the school premises including during out of school hours and taking remedial action as required and ensure that building and the site are secure. * To be responsible for locking and unlocking school premises outside or in normal school hours and for setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures. * To undertake regular checks on alarm systems, fire extinguishers, heating, cooling and security systems and report any problems arising. * To arrange regular maintenance and safety checks to include indoor and outdoor equipment (including play equipment) * To identify and report building, furnishing or fitting deficiencies to the Head Teacher and to undertake any remedial action. This may involve obtaining quotes or arranging emergency repairs for external contractors. * To undertake a range of handy persons duties as directed by the Head Teacher to contribute to the maintenance of the school premises, e.g. remedial painting and decorating, repairs to fittings and small scale improvements, fitting shelves or noticeboards. * To escort contractors to site of repairs and maintenance and when appropriate monitor the safety of their working practices/quality of work and ensure work is completed to the required standards and within required timescales. * To ensure that adequate supplies of fuel and water are available at all times. * To monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange storage and distribution as required. * To monitor usage of fuel, electricity, water and take meter readings as required. * To be responsible for general tidiness and safety of the outside areas; to keep surface drains free of obstruction, to ensure pedestrian access and parent, pupil and staff safety in periods of severe weather conditions, treating main entrances, paths, car park and yard areas with salt/grit as appropriate. * To maintain staff and pupil cloakroom and toilet facilities in working order and ensure that appropriate supplies of consumable are available. Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets. * To set out/put away furniture for school events and undertake general porterage as required by the Head Teacher. * To make appropriate arrangements for the collection of school waste. * To facilitate any lettings and carry out associated tasks in line with local agreements. * Keeping the plant room tidy and accessible. * Ensuring that the heating system is operating efficiently within the school. * Replacement of light bulbs or fittings. |
| **General Maintenance and Portage** | Carrying out repairs and maintenance which are not beyond the scope of a competent  DIY person:   * Carry out minor plumbing repairs. * Unblock sinks, hand basins, and toilets. * Replace tap washers. * Fit and refit coat hooks, shelves, display boards and notice boards. * Carrying out minor gardening duties as required. * To carry out minor painting works as required. * Arrange emergency repairs if necessary. * Move furniture and equipment around the school premises as required. * Prepare the school for meetings, assemblies, events etc. by putting out/putting away chairs/tables and ensuring fire exits etc. are clear. * Receive inward delivered goods and assist with unloading/storing as required. |
| **Cleaning** | * Regular, thorough cleaning of designated areas of the school building and grounds to a very high standard and according to instructions. * Within daily cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of school furniture. * Deep cleaning takes place during school holidays, where lifting of furniture will be required. This must be done according to health and safety guidelines. |
| **Health and Safety** | * Comply with the requirements of the Health and Safety at Work Regulations * Take reasonable care for the Health and Safety of yourself and others * Co-operate with the school in ensuring that Health and Safety responsibilities are carried out * To perform duties in line with Health and Safety and COSHH regulations and take action where hazards are identified, report serious hazards immediately to Head Teacher or other nominated person. * Undertake regular Health and Safety checks of buildings, grounds, fixtures and fittings (including compliance with Fire Safety Regulations) and equipment. * Checking that electrical equipment, heaters etc. are switched off before locking up. * Ensuring safe storage of equipment and materials. * Attending appropriate Health and Safety training courses when required. * Snow clearing and salting paths etc. as required. * Replenishing soap, paper towel and toilet tissue dispensers daily. * Reporting all accidents to the Head Teacher. * Check fire equipment and regularly test alarms. Take part in fire drills. * Arrange regular maintenance and safety checks. * Report any significant damages to the School Admin Lead. |
| **Resources** | * Ensure the operation and maintenance of specialised equipment following training if required. * Use of power tools for appropriate repair and maintenance tasks. Cleaning equipment (e.g. buffing machine) and some chemicals will be used on a regular basis. * Basic understanding of the operation of the school’s alarm system and heating system will be required. Training will be arranged as necessary. |
| **Knowledge and Skills** | * Willingness to undertake training. * The caretaker is expected to attend any training/meetings required in order to satisfactorily carry out any of the above requirements. |
| **Admin** | * Record meter readings (gas, electricity, water) on a weekly basis for returns – conserve energy. * Requisition of approved cleaning materials, toilet tissue, soap, paper towels, light bulbs and any other necessary equipment or materials. |
| **Supervision** | The post holder will often be required to work without direct supervision i.e. during school holidays and follow ‘lone working’ guidelines.   * Oversee site maintenance contractors, checking that work is completed to required standards and within required timescales. |
| **Data Protection** | * To comply with Melrose Learning Trust policies and supporting documentation in relation to Information Governance, this includes Data Protection, Information Security and Confidentiality. |
| **Equalities** | * Promote inclusion and acceptance of all pupils. * Within own area of responsibility work in accordance with the aims of the Equality Policy, treating individuals with the respect for their diversity, culture and values. |
| **Flexibility** | * The school provides front line services, which recognises the need to respond flexibility to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust policies and procedures. |
| **Customer Service** | * The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. * The Trust requires all staff to offer a professional level of service at all times. |
| **Communication** | * Establish rapport and respectful, trusting relationships and communicate effectively with pupils, staff, and other agencies / professionals. |
| **Safeguarding and Promoting the Welfare of Children & Young People** | * Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate. |

**Caretaker Person Specification**

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| **Category** | **Essential** | **Desirable** | **Evidence** |
| **QUALIFICATIONS** | * Willingness to participate in training relevant to the post. | * GCSE or equivalent in English and Maths. | * Application Form * References * Certificates |
| **EXPERIENCE** | * Experience of caretaking, cleaning and handy work. | * Experience of working in a school environment | * Application Form * References * Interview |
| **SKILLS AND KNOWLEDGE** | * Ability to clean and maintain a high standard of cleanliness throughout the school. * Able to carry out painting, decorating and minor repairs. * Ability to work by yourself, but also experience of working within a team. * Good organisational and time management skills. * Ability to keep records, order cleaning materials and resources * Able to follow H&S policies and guidelines – ensuring the safety of self and others | * Knowledge of current Health and Safety policies and procedures – including Risk and COSHH Assessments. * Knowledge of heating and security systems. * Competent DIY Skills * Knowledge / Skills equivalent to National Qualification Level 3 * Able to recognise when areas of school/grounds require improvement and inform line manager. | * Application Form * Reference * Interview |
| **PERSONAL QUALITIES** | * Enthusiastic, committed, hardworking and self-motivated. * Trustworthy and reliable * Friendly disposition * Ability to get on well with people of all ages * Good role model for staff and pupils * Understand the importance of DBS checks and safeguarding within a Primary School |  | * Application Form * Reference * Interview |