

FILTON AVENUE

PRIMARY SCHOOL

JOIN US



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FILTON AVENUE PRIMARY SCHOOL LOCKLEAZE ROAD
BRISTOL BS7 9RP

A young boy with dark hair, wearing a blue school uniform, is sitting at a desk and writing in a notebook with a yellow pencil. He is looking down at his work. In the background, other students are blurred, suggesting a classroom setting.

ASSISTANT CARETAKER (BRISTOL GRADE 6)

We are looking to appoint an enthusiastic and hardworking premises assistant to join our outstanding school team.

The successful applicant will be/have:

- The ability to work as part of the caretaking team to provide a safe, clean and well-maintained environment, for all users of the school buildings and grounds
- the ability to be able to work individually or as part of a team
- one years' experience of working in a similar role or be able to show they have the necessary skills to meet the demands of the role
- committed to working in a small team to ensure the school is ready for pupils to learn every day.

HOW TO APPLY

Please complete an application form and include examples of how you meet the requirements set out in the Person Specification.

The completed application form should be emailed to recruitment@tila.school

Applications must be received no later than 9am Monday 13th December 2021.

Applications received after this date and time will not be accepted.

Interviews will be held on Wednesday 15th December 2021



ROAD TO SUCCESS

JOB DESCRIPTION

Purpose of the Post

Provide a safe, clean and well-maintained environment, for all users of the school buildings and grounds and to ensure that a high level of security is maintained in order to protect the resources employed there and all persons on site

The post holder will be expected to observe safe working practices in carrying out the required duties, ensuring that instructions specified by technical consultants, contractors and manufacturers are adhered to.

Principal Responsibilities

1. To use all cleaning materials and equipment in a safe and proper manner in accordance with instructions and procedures.
2. To undertake training as necessary.
3. To complete all documentation as required.
4. To follow safety and security processes.
5. To ensure that all areas of the school are kept in a tidy state and clear of hazards, eg maintaining cold weather protocol during icy/snow conditions.
6. To supervise the cleaning team in the absence of the caretaker
7. To deputise for the caretaker in his absence

Duties and Responsibilities – General

- Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- It may be necessary to work with information technology and associated systems in accordance with Trust in Learning Academies and School policies.
- To co-operate with the school in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policies.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To understand and comply with the school's environmental policies.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.
- This role has been identified as falling within the definition of requiring fluency in spoken English. You will be required to speak English with confidence and be able to conduct a conversation and answer questions for extended periods of time.

This post is subject to DBS (Disclosure Barring Service) clearance before the successful applicant can take up the post. We are committed to the welfare of children and young people, all staff and volunteers are expected to share this commitment.

TOGETHER ON A JOURNEY
TOWARDS SUCCESS





PERSON SPECIFICATION

Key: A = Application Form, I = Interview, R = Reference

Knowledge & Experience	Source of Evidence	Essential (Must have)	Desirable (Should have)
Proven knowledge and experience of building maintenance and/or facilities management (which is equivalent to GNVQ 2 level).	A		•
An up to date knowledge of how to meet service users' needs through effective facilities management, including: • site safety & security • recommending and undertaking repair and maintenance work	A	•	
Ability to communicate clearly and to understand and follow instructions.	A, I	•	
Previous experience of working within a school (or related) environment.	A, I		•
Be able to work individually and as part of a team	A, I	•	
Able to demonstrate an understanding of equality and diversity issues	A,I	•	
An awareness of safety issues regarding the use of cleaning materials	A,I	•	
Electrical/Plumbing/Plastering/Carpentry skills or training	A		•

Abilities & Aptitudes			
Proven time & priority management skills.	A, I, R	●	
Capable of working autonomously.	A, I, R	●	
Comfortable working with and around children and adults.	A, I	●	
Effective inter-personal skills, including; ● ensuring that the customer is put first (including pupils and parents, and external site users) ● demonstrating a flexible, responsive and self-motivated attitude	A, I, R	●	



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SHARE THE JOURNEY

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