



KING EDWARD VI GRAMMAR SCHOOL

HOLISTIC, ACADEMIC, EDUCATION



Assistant Caretaker

Contract: Permanent

Hours: 25 hours per week,
39 weeks per annum term-time + 1 week

07:00 to 12:00 Monday to Friday

Salary: £12,596.91 per annum
(£22,065 / 0.5709 full-time equivalent)

Start Date: 4 November 2024

Reporting to: Premises and Compliance Manager

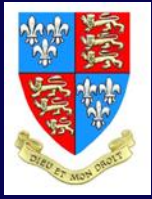
Closing Date: Midnight on Sunday 29 September 2024*

Interviews will take place w/c 1 October 2024

Welcome to KEVIGS

King Edward VI Grammar School (KEVIGS) is an 11-18 school in Louth, Lincolnshire with approximately 900 students on roll. Our ethos is to provide our students with a holistic, academic education that builds a strong foundation for life beyond school.

* The School reserves the right to bring the closing date forward if it has a suitable field of applicants.



Summary

We are seeking to appoint an Assistant Caretaker to join our team. The successful candidate will be responsible for the cleanliness of the school buildings and grounds, emptying bins, ensure all toilet facilities are replenished daily and to assist the Caretakers to undertake general daily routine tasks e.g. deliveries, general maintenance of the School, its contents and grounds.

The role of Assistant Caretaker has been identified as significant and business critical to the day to day running of the school and therefore holidays are not permitted to be taken during term-time. Therefore payment for your annual holiday entitlement is included in your annual salary calculation. However, the school's standard procedure for leave of absence will apply. Some additional hours of working (for which overtime would be paid) may be necessary to undertake additional holiday deep cleaning or lunch-time duties.



Job Description – Assistant Caretaker

Main Responsibilities, Tasks and Duty

- To ensure that all of the school buildings, furnishings and signage are cleaned in accordance with the school cleaning specification and required methods
- To ensure that all toilets, showers and changing rooms are cleaned, regularly inspected and adequately stocked with consumables at all times
- To ensure the safe storage of cleaning equipment taking account of specific regulations (e.g. COSHH) and other consumables
- To store cleaning equipment and materials in a safe place and ensure cleaning equipment is maintained and fit for use
- To report to the Caretakers any problems relating to cleaning equipment and materials and faults/repairs identified around the school site and buildings
- To ensure that all hard surface areas, playing fields, paths and driveways remain free from litter
- To ensure that all litter bins are maintained and are emptied each day and that all school rubbish is collected and stored in the designated area
- To carry out snow clearance of pathways and steps and salting/gritting of these areas during bad weather periods and complete appropriate logbook
- To ensure that all hard surface areas, paths and driveways are free from debris /leaves and perform light gardening duties as required
- To assist with all deliveries of stores, materials etc. are efficiently dealt with including the secure storage and arranging for the goods to be transported wherever they may be needed within the school and dispatching goods and materials as necessary
- To carry out caretaking duties as directed by the Caretakers/Site Manager, e.g. Minor repairs to fabric of building and/or equipment and any other reasonable request
- To report promptly any damage to site property due to vandalism and liaise with the Caretakers/Site Manager to ensure that any damage is immediately rectified.
- To report any building repairs, general site maintenance issues and health and safety hazards to the Caretakers/Site Manager immediately.
- To ensure that all keys are safely secured.
- To ensure that all deliveries to the school are received, signed for and promptly delivered to the recipient.
- To assist the Caretakers in performing day to day maintenance tasks as required and with the moving of furniture and general maintenance tasks, e.g. Painting during the school holiday periods
- To carryout assigned health and safety statutory checks as instructed by the Caretakers/Facilities Manager e.g. PAT testing, emergency lights etc and ensure the associated records are accurately maintained.
- To perform such other tasks as may be reasonably expected of the post of Assistant Caretaker and instructed by the Caretaker and Premises and Compliance Manager



Person Specification for Assistant Caretaker

Essential

- Some experience of working in a similar role
- Understanding of required cleaning standards
- Ability to be able to operate cleaning equipment
- Health and Safety awareness including safe working methods to be used in accordance with COSHH assessments for hazardous substances.
- Experience of dealing with difficult situations where the need for diplomacy, assertiveness and initiative is required
- Ability to demonstrate and use initiative and foresight.
- Basic mechanical awareness
- Able to demonstrate a level of common sense in dealing with everyday tasks/occurrences
- Capacity to embrace change
- Good standard of written English
- Good level of personal fitness
- Good inter-personal skills
- Good organisational skills
- Ability to identify and deliver excellent customer service
- Ability to present appropriate image of the school to external parties
- Ability to work flexibly as part of a team
- Flexible attitude

Desirable

- Knowledge of working in a school environment
- H & S qualification
- Ability to demonstrate a level of basic IT/PC skills
- Practical Basic DIY Skills



How To Apply

Please apply through TES JOBS

<https://www.tes.com/jobs/vacancy/assistant-caretaker-lincolnshire-2113288>

We do not accept CVs

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We are committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. The School reserves the right to obtain formal and informal background information about an applicant to determine whether they are suitable to work at the School. Online searches and reference checks will be undertaken on shortlisted applicants and at interview all candidates must bring with them their birth certificate and a valid passport to confirm their identity, in addition to certificates confirming education and professional qualifications. An enhanced criminal record check via the Disclosure & Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.