



WEST HATCH HIGH SCHOOL
a Specialist Business and Enterprise School
"THE BEST THAT I CAN BE"
Headteacher: Mr D Leonard BSc (Hons), Med
High Road, Chigwell, Essex, IG7 5BT

Assistant Caretaker
Required ASAP
37 hours per week, 52 weeks per year
Shift pattern – 8.30am – 4.30pm weeks 1 to 3, 1.30pm to 9.30pm week 4
Scale 3, Points 4 - 5 – Salary £18,933 - £19,312 + London Fringe £898.00

We are looking to appoint a dedicated and hard-working Assistant Caretaker to join our site team. The successful applicant must be enthusiastic and take pride in ensuring our school is clean, safe and functions well.

You will also be required to respond to incidents around the school on a daily basis such as cleaning up accidents and spillages.

You will be able to communicate effectively with a range of people including children, staff, parents, visitors and contractors and have a good health and safety awareness. You will be approachable, well-motivated and be able to work on your own initiative. You will have a good level of fitness due to the nature of the role.

Along with our Site Supervisor, shiftwork will be required with some evening work. Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net

If you require additional information, please contact recruitment@westhatch.net

Closing Date: Wednesday 2nd February 2022 at noon

Early applications are encouraged as we will review applications as we receive them; and applicants may be contacted before the closing date.

High Road, Chigwell IG7 5BT
Tel: 020 8504 8216
Email: admin@westhatch.net
www.westhatch.net



West Hatch High School

Job Title	Assistant Caretaker
Grade	2020 Scale 3, Points 4 - 5
Reports to	Site Manager
Responsible for	N/A
Liaison with	
Job Purpose	<p>Support the caretaking team by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including portorage, cleaning and maintenance.</p> <p>All site staff are expected to work variable duties in accordance with the Site Team rota.</p>
Duties	<ul style="list-style-type: none"> • The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder. <p>Waste Management</p> <ul style="list-style-type: none"> • Responsible for site recycling and emptying of external bins. <p>Security and Supervision</p> <ul style="list-style-type: none"> • To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s). • Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations. • Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, advising the Headteacher of their presence. • Attempting to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools). <p>Caretaking and maintenance</p> <ul style="list-style-type: none"> • Site/grounds – ensuring all areas of the site are clear and free of rubbish.

- Undertaking cleaning of allocated area(s), and secondary cleaning.
- Spillages – responding to calls for emergency cleaning. Directing housekeeper.
- Dealing with spillages and cleaning appropriately
- Washing and cleaning of diffusers and replacing bulbs/tubes.
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:-
 - plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc;
 - redecoration as appropriate
 - plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings;
 - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc;
 - glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: Specialist contractors would be used for repairs to large window panes or double glazed units or windows at a high level Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials etc.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
- Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries, automatic pumps and areas subject to flooding.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.

	<p>Other duties</p> <ul style="list-style-type: none"> • Assisting with the supervision and training of cleaning staff in the absence of/as requested by the Caretaker/Site Manager. • Undertaking letting and related duties as appropriate in accordance with the school hiring system. • Preparing the school premises and site for out of school activities. • Assisting, as required, in the completion of claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs. <p>General</p> <ul style="list-style-type: none"> • At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures. • Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher and Governing Body. • The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held. <i>(List only key tasks. these could be under subheadings)</i>
<p>General</p>	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

ASSISTANT CARETAKER (Cleaner/Caretaker 'E')

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of cleaning and first line maintenance
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid
	Literacy	Ability to read and write
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use cleaning products Ability to operate security, heating plant and other routine building systems Ability to undertake routine DIY tasks
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with a range of adults Ability to work independently on own initiative
	Information	Know when, how and with whom to share information
Responsibilities	Organisational skills	Excellent organisational skills
	Line Management	Ability to supervise and monitor the work of others
	Time Management	Ability to manage own time effectively

		Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve routine problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role