

**Audenshaw Primary School and Governor Led Nursery**

 Ash Street Telephone: 0161 370 2504

 Audenshaw Email: admin@audenshaw-pri.tameside.sch.uk

 Manchester, M34 5NG Website: www.audenshawprimary.co.uk

 Headteacher: Mr P Williams

**Contract Type**: Permanent

**Salary:**Grade C SCP 5 £24,790 – SCP 6 £25,183

**Hours:** 36 hours per week, all year round.

**Work Pattern:** Split shift, Monday to Friday, 6am to 10am and 2.45pm to 6pm. (Finishing at 5.45pm on Friday)

During school holidays, hours can be worked flexibly as agreed with the Headteacher/School Business Manager.

**Closing Date: Friday 11th July 2025**

**Assessment Date**: To be arranged

**Required:** As soon as possible

We are looking for a highly motivated Caretaker who is organised, is good at undertaking general repairs and maintenance, and can demonstrate initiative, to join our staff team.

Duties include:

* To act as key-holder and be responsible for the security of the building and grounds.
* General maintenance – day to day repairs, requiring DIY skills and a practical aptitude for general building and grounds maintenance
* Liaise with contractors for building work and repairs, and manage external maintenance contractors
* Have an understanding and adhere to Health and Safety Regulations
* Undertake cleaning duties and be responsible for developing and maintaining excellent standards of cleanliness around the school
* Be able to balance daily cleaning and maintenance with regular scheduled health and safety checks, and provide a high standard of record keeping

The job is as demanding as it is varied and does involve a lot of practical and physical work.  A person bringing with them a recognised trade would also be desirable.

**JOB DESCRIPTION**

**TITLE: Caretaker**

**SCHOOL: Audenshaw Primary School and Governor Led Nursery**

**RESPONSIBLE TO:** Headteacher/School Business Manager

**GRADE: Grade C**

**PURPOSE OF POST:**  To contribute to the management of the school’s site management service through the effective use and maintenance of school buildings, premises and resources.

**PRINCIPAL RESPONSIBILITIES:**

1. To contribute to the management of the efficient delivery of the school site services provision.
2. Arrange for both routine and non-routine opening and closing of the school’s buildings and grounds and attend the site outside of normal working hours in emergencies, liaising with the emergency services as required.
3. Apply all security procedures for the school’s buildings and grounds identifying any security risks and reporting them appropriately.
4. Test security systems at specified intervals and maintain a log of outcomes.
5. To contribute to the effective use of heating and lighting systems to ensure optimum sustainability within an eco-friendly environment.
6. Direct contractors to repair or maintenance jobs and inspect their work ensuring compliance with specified standards and health and safety requirements.
7. To undertake safety audits of the premises and assist with relevant risk assessments as required.
8. Promote and encourage safe working practices for pupils, staff and visitors in accordance with appropriate risk management and health and safety legislation.
9. Take delivery of school resources and store them appropriately.
10. Oversee and undertake maintenance, DIY, routine repairs, alterations, grounds maintenance, fixtures and fittings maintenance, decorating as part of daily responsibility and during school holidays. Cleaning duties in designated areas and cleaning as required.
11. Ensure that equipment is in safe working condition, reporting any faulty equipment and other maintenance requirements to the appropriate person.
12. Prepare classrooms and meeting rooms, including resources, both in and out of school hours for use by pupils, staff and the community.
13. Oversee and undertake the organisation and movement of furniture and resources within the building.
14. To be an identified key holder for the school’s buildings and grounds.
15. Advise colleagues on site management issues as necessary.
16. To manage caretaking / cleaning staff within the school, including performance management, motivation and development to ensure the efficient delivery of support services.
17. Demonstrate and assist others in safe and effective use of specialist equipment and materials.
18. Manage school waste, including removal of debris and leaves from gutters, grids and waste pipes etc. Sweep and clear external grounds to keep free from glass, leaves, snow, ice, hazardous debris etc.
19. Be responsible for maintaining records, information and data as required, including using Microsoft Office, Excel, Word, Emails, completing risk assessments, completing COSHH data sheets, and stock control.
20. Monitor and manage stock, undertaking audits as required.
21. To be responsible for an identified resource budget, including monitoring income and expenditure.
22. To maintain confidentiality and behave in a professional manner at all times
23. To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.
24. To take responsibility for promoting and safeguarding the welfare of children in school.

# Person Specification

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| **ATTRIBUTES** | **CRITERIA** | **ESSENTIAL/****DESIRABLE** | **EVIDENCE** |
| **QUALIFICATIONS AND TRAINING** | Good standard of literacy and numeracy  | E | A/I |
|  | NVQ level 2 or equivalent | E | A/I/E |
|  | Recognised qualified Trade; e.g. Painting, joinery, electrician or equivalent experience  | D | A/E/I |
|  | First aid or willingness to undertake first aid training | D | A/I |
| **RELEVANT EXPERIENCE** | Similar experience in the role of Caretaker  | D | A/I |
|  | Previous relevant work experience | E | A/I |
|  | Knowledge of Microsoft Office systems (Including Word, Excel and E-Mail) to a level to keep records, send emails and research products | E | A/I |
|  | Experience of key holder responsibility | E | A/I |
|  | Experience of supervising members of staff | D | A/I |
|  | Experience of dealing with the public contractors | D | A/I |
|  | Experience of maintenance and repair work and using maintenance tools | E | A/I |
|  | Experience of stock control | D | A/I |
|  | Experience of record keeping ie health and safety records, maintenance schedules, cleaning materials | D | A/I |
|  | Experience of cleaning work and using cleaning equipment | D | A/I |
| **SPECIAL KNOWLEDGE AND SKILLS** | Able to deal with competing priorities and able to prioritise own workload.  | E | A/I |
|  | Must be able to receive and understand oral instructions.  | E | A/I |
|  | Understanding of Health & Safety Requirements including COSHH. | D | A/I |
|  | Good level of DIY skills, maintenance and repair tasks, knowledge of tools and equipment and their use and maintenance | E | A/I |
|  | Good level of cleaning skills | E | A/I |
|  | Able to meet the physical requirements of the role e.g. lifting, carrying, moving furniture, using ladders, working outside in various weather conditions | E | A/I |
|  | Good communication skills (both written and verbal) and relates well with a wide range of children and adults  | E | A/I |
|  | Ability to work constructively and pro-actively as part of a team, with excellent inter personal skills, whilst equally feeling comfortable and willing to work independently of others.  | E | A/I |
|  | Ability to work alone with minimum supervision, and achieve productive outcomes | E | A/I |
| **OTHER QUALITIES** | Adaptability, reliability, dedication and commitment | E | A/I |
|  | Willingness to develop professionally and undertake further training as required | E | A/I |
|  | A commitment to equal opportunities and fair treatment of all staff and pupils | E | A/I |
|  | Willingness to comply with all of the school’s policies  | E | A/I |
|  | Must be available to attend site out of normal working hours in emergencies and extra hours if required.  | E | A/I |
|  | Physically capable of lifting heavy equipment and heavy items within the remit of moving and handling | E | A/I |
|  | Maintain confidentiality and always behave in a professional manner. | E | A/I |

A = Application Form E = Evidence e.g. certificate I = Interview

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants are encouraged to look round the school before applying.  We ask that you contact the school office to arrange a convenient date and time by email at recruitment@audenshawprimary.co.uk

For further details please refer to the job description and person specification. An application form must be completed, outlining suitability for the post and how you meet the requirements of the person specification.

Application forms are to be returned to the school by post or email to recruitment@audenshawprimary.co.uk