



Caretaker

Closing Date: Sunday 19 January 2025

Required ASAP

£24,790 (SCPE5) – £25,183 (SCPE6), actual salary £13,400 – £13,612

Part-time (20 hours per week, year-round), flexibility with working hours

Working hours: Tuesday and Wednesday 2.30pm to 8.15pm; Thursday 2.30pm to 7.30pm and Friday 2.30pm to 6pm.

Evergreen School is a special school with two purpose-built campuses in Warwick. We have over 280 wonderful children and young people enrolled who are aged 4 to 19 years old. This is an exciting time to join our school as we continue to develop and expand, with a new curriculum and fantastic facilities including a swimming pool, hydrotherapy pool, sensory studios, Café and soft-play rooms.

We are expanding our school with a third campus, which may lead to more opportunities and the possibility of increased hours in the future.

Reporting to the Estates Manager, we are seeking to appoint a Caretaker to work across our school campus in a flexible and approachable manner. This role will primarily be based at the Deansway campus (Woodloes).

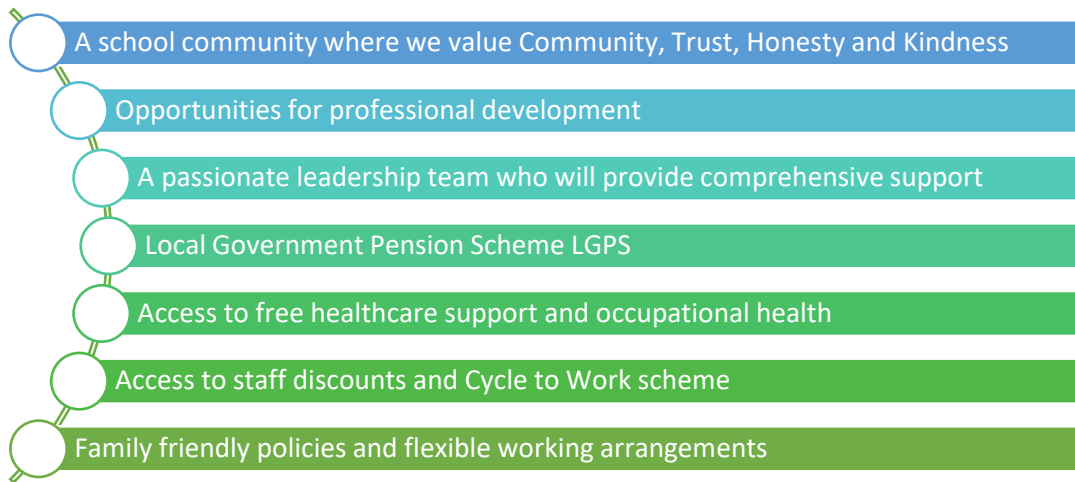
Responsible for the day to day maintenance and operations of the campus to which you are assigned, you will ensure that the school campus is safe, clean, secure and fit for purpose at all times for all users of the premises, grounds and equipment. You will have a sense of pride for your important role within the school.

Key priorities of the role will include;

1. Locking/unlocking and securing of the school premises across the campus.
2. Undertaking regular compliance inspections and audits across the estate via the schools dedicated software
3. Responding to reactive and planned maintenance tasks issued via the schools CAFM software and undertaking minor projects during non-term time.
4. Daily management of the schools hydro swimming pools and plant (full training provided)
5. Flexible approach to working hours and patterns with the ability to work within and contribute to the overall continual development of the estates team.

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. This post is subject to an enhanced DBS disclosure (with child's barred list check). References and online checks will be completed at shortlisting stage.

We will offer the successful candidate:

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- A school community where we value Community, Trust, Honesty and Kindness
 - Opportunities for professional development
 - A passionate leadership team who will provide comprehensive support
 - Local Government Pension Scheme LGPS
 - Access to free healthcare support and occupational health
 - Access to staff discounts and Cycle to Work scheme
 - Family friendly policies and flexible working arrangements

If you feel that you have the personal qualities, experience, commitment and resilience to achieve our visions and aims, please **complete the online application form**. Please ensure that you refer to the criteria in the person specification when you complete your application.

<https://www.evergreenschool.co.uk/about-us/vacancies/>

**please note, CV's are not accepted, see attached Recruitment Pack for further information*

About our School

Evergreen School is an all-through community special school across 2 separate campuses in Warwick. We have over 280 children and young people on roll ranging in age from 4 to 19 years old. Although our campuses aren't strictly split by age, our Deansway Campus provides for predominantly primary-aged children and our Brittain Lane Campus provides for secondary-aged children and young people.

We think that Evergreen School is a wonderful and exciting place to be and we know that we have the most incredible pupils. All of us here are learning all of the time. If you have the very highest standards and expectations for yourself and everyone around you, a passion for learning and developing and believe that working with children and young people is the greatest privilege anyone can ever have, then we think you will love it too.

"My leadership philosophy centres around growth mindset, where each individual is encouraged and empowered to grow and develop. I want our children and young people to be excited, and most importantly happy turning up to school each day. Our children and young people deserve to have wonderful experiences of the world around them, learn new skills that are being delivered in an innovative way, thrive and be prepared to live in and contribute to their local community, grow as individuals, follow their interests and be the heartbeat of their curriculum. This individualised and tailored approach is the essence of specialist provision." (Nick, Executive Head Teacher)

Class groups all have a teacher, senior teaching assistant and additional support staff and we have school nurses, and a pastoral team that work across the campuses. A multi-disciplinary team including speech and language therapists, physiotherapists, occupational therapists and a wide range of other professionals support the work of the teaching team.

Our pupils benefit from a broad range of educational resources and learning spaces. At our Deansway Campus, we have a swimming pool which is equipped with a sensory multi-media system, brand new outdoor play area, a soft play room, cookery rooms and sensory room. We also have a fantastic forest school site, and eco project which is a shared provision with the Woodloes Primary School next door. Our secondary campus also has a hydrotherapy pool, gym, music bus, two fantastic forest school spaces, sensory garden and Community Book Café open to the public.

The school has a range of facilities which enable outside professionals to liaise and meet with parents and staff. A variety of clinics are held at the school regularly. We are very well served by computer-driven technology, with large plasma screens and iPads in every classroom. There is high speed broadband internet and Wi-Fi access throughout the school.

We are committed to family involvement and strive to maintain strong links with families and carers. A home-school communication system is in place via ClassDojo as well as a texting service. The school holds termly parents' evenings, regular workshop sessions and in class learning opportunities alongside the class teams. We have a very active and supportive 'Friends' of the school group (PTA).

We are committed to Safeguarding and promoting the welfare of those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with children, an enhanced DBS Disclosure will be required as part of the pre-employment checking process, and re-checking will be required when determined by the relevant policy. We will request references at the shortlisting stage. One reference must be from your current employer and from the Headteacher (if from a school).

***We live and breathe our vision of:
"putting our children, young people and families at the heart of everything we do."***

Job Description

Role Profile

Job Title:	Estates Assistant		
Salary Grade:	Scale E	JEID	
School:	Evergreen School		
Primary Location:	Evergreen School		
Responsible to:	Estates Manager/Deputy Estates Manager		
Purpose of Role	<p>Responsible for the day to day maintenance and operations of the campus to which you are assigned, ensuring that the school estates are safe, clean, secure and fit for purpose at all times for all users of the premises, grounds and equipment.</p> <p>Contribute to the school's statutory duty to safeguard and promote the welfare of children and young people.</p>		
Responsibilities	<p>A duty to comply with the School's Code of Conduct, Child Protection and Safeguarding policies and practices.</p> <p><u>Safety:</u> Under the direction of the Estates Manager/Deputy be responsible for:</p> <ul style="list-style-type: none"> - Ensuring a safe and clean environment for all students, staff and visitors - Monitoring any contracted works being undertaken, ensuring that the Health & Safety regulations are adhered to - Carrying out site checks at the start of the day to ensure the campus is safe - Ensuring fire safety is maintained in line with fire safety regulations, including that all escape routes are kept clear at all times and fire safety checks completed and recorded - all fire alarms and door entry systems, making sure they are in working order and maintained via weekly testing/checks - responding quickly and efficiently to adverse weather, following set procedures even where this may require out of hours working - the swimming pools and ensuring that associated plant are maintained and in full working order at all times - carrying out all duties according to laid down procedures and any appropriate risk assessments - undertaking any necessary training in using equipment and machinery, and reporting any accidents at work in line with school procedures <p><u>Security:</u> Under the direction of the Estates Manager/Deputy be responsible for:</p> <ul style="list-style-type: none"> - the overall day to day security of the campus to which you are assigned, including acting as key-holder, attending alarm call-outs and monitoring site security including grounds and buildings - unlocking and locking school buildings appropriately and on time - liaising with the police and/or alarm company in the event of any unauthorised entry/security risk - completing an accurate and complete record of any security-related incidents <p><u>Site Maintenance & Cleanliness:</u> Under the direction of the Estates Manager/Deputy be responsible for:</p> <ul style="list-style-type: none"> - maintaining the school's buildings and grounds to the highest standards 		

- implementing the maintenance and planned works schedules
- completing unplanned, adhoc and emergency maintenance and works in a timely way
- making effective decisions about whether tasks should be completed in-house or by external (Local Authority Hotline) contractors to ensure best value at all times
- ensuring the lifts are correctly maintained and operated, including liaison with relevant contractors to ensure that they meet the needs of all students, staff and visitors
- completing ad-hoc cleaning requirements
- overseeing the cleaning contractors to ensure standards of cleanliness are extremely high

Grounds Maintenance:

Under the direction of the Estates Manager/Deputy be responsible for:

- the upkeep of playing fields, gardens, forest schools, bushes and trees to ensure the health and safety of all students, staff and visitors
- the maintenance of the boundaries, fences & gates, footpaths, roads, car parks and rights of way within the school premises

Additional Facilities:

Under the direction of the Deputy Estates Manager be responsible for:

- The development and general upkeep of the school horticulture areas to enable the students to access these for teaching and learning
- The continued development of the animal areas across the school together with the ongoing care (feeding/cleaning out/vets visits etc) of the animals
- The development and general upkeep of any other area of special facilities that the school implements

Lettings:

Under the direction of the Estates Manager/Deputy be responsible for:

- presenting all school facilities used for out-of-school lettings appropriately to ensure high level of customer satisfaction

Control of Substances Hazardous to Health (COSHH)

Under the direction of the Estates Manager/Deputy be responsible for:

- ensuring that all potentially harmful materials and chemicals used within school are appropriately marked, signposted and safely stored and controlled

Portering:

Under the direction of the Estates Manager/Deputy be responsible for:

- transferring goods and materials delivered to school to appropriate locations around the school sites in a timely manner, assisting with the assembly of goods received where necessary and reporting any defects
- setting out and clearing away furniture, equipment and other items when required in association with meeting, lettings and training etc
- disposing of all rubbish and unwanted/redundant items in accordance with current legislation and good environmental practice

Budgets & Finance:

Assist the Estates Manager/Deputy in ensuring that:

- all estates related contracts and services are managed ensuring best value at all times.
- the estates budgets are managed in line with best value principles (including building maintenance, health & safety, grounds maintenance, waste management and furniture)
- works are monitored and verified once complete to ensure that all obligations to the school are met

- existing contracts are reviewed regularly and in a timely manner to ensure best value at all times
- the school's asset register is maintained effectively

Other Duties:

- To assist the Estates Manager/Deputy Estates Manager to ensure that the school fleet of minibuses are fit for purpose and have undergone the necessary checks and maintenance, with the appropriate records maintained. This will include ensuring the buses are at the correct site on the correct day to meet the needs of the students and staff.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality.
- To be responsible for your own continuing professional development, undertaking training as appropriate
- To attend and contribute to relevant meetings as appropriate
- To uphold the school vision ethos and values and contribute to improvement across the school
- To carry out other duties identified by the head teacher that are reasonable and in line with this level of responsibility

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

	ESSENTIAL	DESIRABLE	ASSESSMENT
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> • Literacy and Numeracy Skills <u>equivalent</u> to Level 1 of the National Qualification Framework, or equivalent knowledge and experience • Relevant knowledge or experience of trade skills or a qualification e.g. carpentry, plumbing, electrical (or equivalent level of experience) 	<ul style="list-style-type: none"> • Full Driving License • Minibus License • First Aid training • Working at Height/Ladder Training • Pool Operator Training • Formal qualifications in COSHH, Health & Safety, Fire Safety, Safe Management of Contractors • Workplace training in Health & Safety • Food Hygiene requirements 	Application Form/ Certificate check
SKILLS/ KNOWLEDGE	<ul style="list-style-type: none"> • Basic ICT skills (internet/email etc) • Understand basic administrative systems including lettings, hotline, ordering etc • Basic knowledge of Health & Safety requirements including Fire Safety 	<ul style="list-style-type: none"> • Knowledge of Legionella requirements • Safeguarding children 	Application Form/ Interview

	<ul style="list-style-type: none"> • The ability to work on your own and as part of a team • The ability to follow instructions and carry out routines and laid down processes and procedures • Able to operate equipment, machinery and tools to undertake basic maintenance • Able to carry out maintenance tasks in order to keep the school safe • Good communication skills • The ability to maintain positive relationships with adults and students with special educational needs • Time management and prioritisation skills • Ability to respond calmly to emergencies • Flexibility to adapt to changing demands or workplace challenges • Can solve straightforward problems and respond to unforeseen circumstances (hazards/accidents etc) 		
EXPERIENCE OF:	<ul style="list-style-type: none"> • Working in a premises/site environment • DIY activities or general building and maintenance • Keeping accurate records • The use of appropriate specialist equipment • Keeping workplaces secure 	<ul style="list-style-type: none"> • Previous experience of working in a school • Special educational needs • Managing Contractors on site • Looking after small animals (chickens/hamsters etc) • Horticulture/gardening 	Application Form/ Interview
PERSONAL QUALITIES/ APTITUDES	<ul style="list-style-type: none"> • Values and respects the views and needs of children and young people. • Displays commitment to the protection and safeguarding of all children and young people, • Commitment to the safety of students, staff, visitors and contractors • A passion and vision for the continuous improvement of the school's physical environment to support the quality of education for the students attending Evergreen School 		Interview/ Task

	<ul style="list-style-type: none"> • Self-starter and can-do attitude • Desire and willingness to learn new skills • Capacity to cope with conflicting demands, deadlines and interruptions • A commitment to maintaining high standards • Calm, positive and pleasant manner • Trustworthy, reliable and punctual 		
PHYSICAL	<p>Good general fitness and mobility to be able to undertake tasks that require physical effort</p> <ul style="list-style-type: none"> • Ability to work with small animals (chickens/hamsters etc) • Ability to carry out gardening/horticulture work 		Application Form/ Interview
OTHER	<ul style="list-style-type: none"> • Willingness to work across the school campuses • Willingness to drive the school minibuses • Willingness to attend training in order to hold the Pool Operators certificate • Willingness to undertake training as required 		Interview