

**Caretaker**

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| **Location:** St Mary’s Catholic Primary School, Chiswick, London  **Hours: Part Time** | **Salary:** Scale 4 - 5  **Start Date: to be agreed**  **Contract Term:** permanent |

**Caretaker**

**Part - time: 25 hours**

St. Mary’s Catholic Primary School is looking to appoint a Caretaker with skills to join our enthusiastic and friendly team. The individual will undertake responsibility for the supervision of the site, the maintenance and security of the buildings, and the grounds which ensures that students have a comfortable, clean, safe and well-maintained environment in which to work or otherwise use the school facilities.

The successful candidate will be sympathetic to the Catholic ethos of the school.

St Mary’s Catholic Primary School is committed to safeguarding and promoting the welfare of all children in its care. Successful candidates will be subjected to an enhanced DBS check (and Childcare Disqualification checks where necessary).

**St Mary’s can offer the right candidate:**

* An opportunity to work alongside an enthusiastic and focused leadership team
* A superb opportunity to be part of a diverse and dynamic school community
* A pleasant a well-resourced working environment
* A commitment to your Continuing Professional Development

**The right candidates must possess:**

* Understanding of the role of Caretaking - Premises Officer
* Experience of general repairs and maintenance
* The ability to work on one’s own initiative and to have a good humoured enthusiastic approach to the role
* An ability to have appropriate and positive relationships with children, staff and parents valuing their diversity, and an understanding of the welfare and social needs of the pupils in the school
* To have good written, IT and oral communication skills
* The ability to appropriately follow instructions
* To be familiar with and apply whole school policies, procedures and standards and be willing to implement them in a consistent manner
* Knowledge and understanding of regular health & safety checks & procedures
* To have excellent management and organisational skills of one’s own time
* Supervise contractors

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| **Summary of job tasks: The tasks listed are, generally, only those taking at least 10% of the post holder’s time.**   1. Looks after the site, buildings, associated fixtures and fittings, plumbing, heating, electrical and mechanical equipment etc., including on-going usage, maintenance, repairs, liaising and monitoring external contractors. 2. Arranges security, cleaning, laundry, catering and minor repair or maintenance rosters, liaising with the relevant Emergency, Property & Technical Services as necessary. 3. Sets up and agrees call out arrangements and contracts with internal and external suppliers for emergency and necessary repair work and monitors contractors and the effectiveness of ‘contracted out’ services. 4. Maintains and provides appropriate records, procedures and management information for internal and legislative requirements. 5. Advises on appropriateness and cost any facilities bookings/lettings and oversees such usage. 6. Carries out tendering, negotiation and costing procedures for the provision of goods, services and specific projects and acts as local project manager. 7. Arranges an annual audit and inventory of the fabric, equipment, facilities and energy conservation measures and produces recommendations as appropriate. 8. Attends appropriate necessary Governors, Leadership Team and other meetings, advising on and contributing to strategic planning, Health & Safety aspects and specific projects.   **These are the highest level tasks, please see “Level Criteria Matrix” for tasks at other levels.** |

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| Is this post classified as “politically restricted”, as in the Local Government and Housing Act 1989, either   1. Because of its salary level **No** 2. Because the post holder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council? **No** |
| Is this post subject to exemption from The Rehabilitation of Offenders Act 1974? **Yes** |

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|  | **Job Requirements: Essential (E) or Desirable (D)** | **E/D** |
| 1. **Training & Education** | Literacy and numeracy sufficient to perform the tasks above.  **See Level Criteria Matrix attached for requirements at different levels.** | E  E |
| 1. **Experience** | Basic D.I.Y. skills and able to carry out minor repairs to buildings and equipment.  **See Level Criteria Matrix attached for requirements at different levels.** | E  E |
| 1. **Equal Opportunity** | Must be able to recognise discrimination in its many forms and willing to put the Council’s Equality Policies into practice. | E |
| 1. **Other Skills** | Able to use own initiative, meet deadlines and make decisions in emergencies.  Must be self-motivated and able to work on own initiative.  Ability to prioritise and deal with multiple on-going work tasks.  Ability to deal with staff and pupils in a polite and courteous manner.  **See Level Criteria Matrix attached for requirements at different levels.** | E  E  E  E  E |
| 1. **Other Conditions**   **Including any hazardous or environmentally adverse conditions** | Willing & able to deal with people from a variety of backgrounds & levels.  Willing & able to work outside normal hours, and be on call for emergencies.  Willing & able to attend training courses & obtain relevant certificates for the role.  Willing & able to operate hand tools, cleaning machinery, etc. & carry small loads.  Must satisfy relevant pre-employment checks. | E  E  E  E  E |