**Caretaker – Grade C £18380/£19122 Per Annum (FTE)**

**Required for October 2021**

**

I am delighted you are interested in joining the team at Eskdale School. We have a highly ambitious, aspirational group of professionals who are raising standards and significantly improving the life chances of the young people of Whitby and the Yorkshire Coast.

Our motto is **‘A place of belonging – A place of inspiration’** and our aim is that all our students thrive and make good academic progress whilst developing into resilient, confident and respectful young people.

In September 2019 we developed a partnership with Caedmon College where both schools will share a Sixth Form to provide further opportunities for our staff and students to learn and develop.

Eskdale School is a community in which our teaching and support staff are incredibly passionate about teamwork.

Staff morale is high and we have a commitment to recognise individual potential and to provide support, CPD and training for colleagues joining our organization at all levels; you will never feel unsupported or alone in our school.

As a small school we are able to really get to know our students and in many ways this is one of the reasons why we have had very little staff turnover in recent years. My staff tell me they like working here, feel supported and encouraged and value the open door approach we have with parents and the community.

Teaching is one of the best jobs in the world and for any professional who is looking for either their first or next school it is vital you find one that will support you. Myself and our SLT all teach because we enjoy it, and it allows us to continue to develop in the classroom. As an Art Teacher I still get a buzz when a student learns something new.

We are really proud of our school and the progress we are making. Please take the time to come and visit is – we’d love to show you around.

**Andy Fyfe (Head teacher)**

# Job details

* **Caretaker**

All posts at Eskdale School involve at all times, a view to further the mission, values and strategic aims of the school; accepting responsibility for the implementation of school policy, procedures and other guidance, as set out in the Staff Handbook and elsewhere; working positively, flexibly and co-operatively both with colleagues and as appropriate with those outside school; and the setting of high standards.

All roles involve responsibilities and expectations as set out in the appropriate national standards and in the school's role specifications and documentation.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the

Safeguarding Children in Education Act, including maintaining clear professional

boundaries in all relationships; to promote an anti-racist, multi-cultural approach; in line with school policy. Additional duties may be asked of members of staff by the Head teacher as occasion requires.

The generic role specifications below are offered in good faith as a guide to professional practice in the expectation that staff will seek to approach them in a professional manner. All role specifications are subject to revision in the light of changing circumstances.

Good luck with your application!

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| Application Process |  |
| **Please request further details from:**  Garry Morrison – garry.morrison@northyorks.gov.uk  Mobile – 07814935700 | |
| Applications Accepted By: |  |
| Email: Email applications accepted to  garry.morrison@northyorks.gov.uk  **Please Include:**   * Fully completed application form * Letter of application addressed to Andy Fyfe, Head teacher, covering no more than two sides of A4. | Mail: Becky Sutcliffe  PA to the Headteacher  Eskdale School  Stainsacre Lane  Whitby  YO22 4HS |

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| **Job Description:**  **Assistant Groundsperson/Assistant Caretaker**  Responsible to Eskdale / Scoresby / Normanby Site Manager  **Job Purpose:**  Under the direction of the Site Manager and the Contracts Manager (dependent upon the specific task to be performed), to be responsible for the maintenance and security of the grounds and site (this may include the operation of fire and burglar alarms, including key holder responsibilities as required).  Cleaning and maintenance of external areas; porterage and handyman duties. Undertake regular monitoring works (this might include legionella testing and flushing water systems). To drive School/College vehicles if required (with appropriate training) and other duties arising from the use of the premises.  **Key Tasks**  • Grounds – Undertake routine grounds maintenance and work of playing surfaces and landscape as detailed on work schedules, job tickets or as directed by a supervisor. The creation, marking out and setting up of playing surfaces. The safe use and operation of equipment and machinery used in grounds maintenance. Inform supervisor, where appropriate, take corrective action on mechanical defects or breakdown of equipment. Drive vehicles and equipment as required for ground maintenance purposes. Assist in routine maintenance of grounds equipment in accordance with routine operating requirements.  • Security - Check security of premises and equipment; lock/unlock gates, internal and external doors; open/close windows lock/unlock; switch on/off appliances and/or lights. Checking and controlling outside lights; temporarily secure broken windows/doors as required. All of these tasks may be required at the start/end of the day.  • Outside Areas - Clean outside areas, drives, paths and parking areas and dispose of rubbish. Pick up litter, empty litter bins and collect and dispose of classroom waste. Clear snow and apply salt/grit as required.  • Buildings - Seek out potential faults so that problems can be remedied before they become serious. Carry out agreed minor repairs. Undertake some internal re-decoration. Set up equipment as required. Supervise lettings. Be aware of the College’s use of energy and resources and report any leaks/wastage the Site Manager or Contracts Manager, with a view to reducing costs and wastage.  • Monitoring Systems - Undertake scheduled legionella testing and flushing hot/cold water systems. Assist with the monitoring of energy usage, as required, under the direction of the Contracts Manager.  • Cleaning - Clean and disinfect drains, gullies and grease traps. Deal with emergencies/accidents, including vomit, etc, to be cleaned up, flooding and storm-damage. Cleaning outside to scope or time of the cleaning contractor. Clean and keep College signs visible.  • Vehicles - Keep clean College vehicles inside and out, as required, at the minimum weekly. Park securely for holidays and weekends. Drive vehicles as required. Carry out daily and weekly safety checks in accordance with LA guidelines. Take vehicles for servicing/MOT as required.  • Porterage - Setting up and putting away furniture as required. Moving furniture, equipment and College supplies as necessary.  • Maintenance - Routine maintenance and repairs as required.  • Communication – when undertaking caretaking duties, the postholder will be responsible to the Site Manager and must keep the Contracts Manager or Principal fully informed of all site and premises related matters.  • Contractors – the postholder may be expected to deal with contractors on site and keep the Site Manager informed. They may need to monitor that contractors carry out work in a safe and satisfactory manner, in liaison with the Site Manager. They may need to assist with informing contractors of the School/College safety procedures.  • Moving Exam desks/Caravan lettings – the postholder is likely to assist with these duties, under the direction of the Site Manager, particularly in the summer months.  • Professional Development/training – to identify own training and development needs as appropriate and be willing to participate in activities, including the College’s Performance Management process, to address these needs and develop one’s skills as required for the role.  • Safeguarding – to be committed to the safeguarding and wellbeing of young people and adhere to all relevant policies in this respect.  • Health & Safety – to be aware of one’s own responsibilities and those of others in the College in relation to working safely. To immediately report any potential health and safety risks to the Grounds or Site Manager, or Contracts Manager, as appropriate, if unable to address such matters oneself at the time that they are identified.  • Additional – to undertake any other similar, related duties that may be required by the Principal or Contracts Manager from time to time.  The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. Our 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 job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job.  **Person Specification**  **Whitby Secondary Partnership - Assistant Caretaker/Groundsman**   |  |  |  | | --- | --- | --- | | **Key Criteria** | **Essential** | **Desirable** | | Qualifications And Training | * Appropriate level of education with evidence of communication and numeracy skills. Minimum of 2 GCSE passes (or equivalaent) at C Grade or above * Willingness to complete NVQ/SVQ Level 1 Amenity Horticulture training during first year of employment. * Completion of recognised manual handling training. * Experience of performing basic maintenance tasks including the use of basic maintainence tools. | * NVQ Level 2 Qualification (or equivalent) or experience in a relevant specialist area, including relevant Apprenticeship qualification. * Undertaken appropriate first aid training. | | Grounds | * Be conversant with all elements of grounds maintenance activities including grass cutting, line marking and border maintenance. |  | | Competence Summary (knowledge, abilities, skills, experience) | * Able to use relevant technology, hand tools, equipment and resources effectively to undertake the duties stated in the job description. * Able to work under own initiative and unsupervised. * Able to follow instructions from the line manager with good attention to detail. * Able to plan and prioritise own workload, work to deadlines and deal with conflicting priorities. * Able to manage and maintain a safe, clean, orderly and productive working environment. * Knowledge of relevant technical areas including relevant health and safety requirements. * Able to work constructively as part of the wider school team with an understanding of good customer care. * Able to undertake basic administrative management tasks as required. | * Knowledge of relevant policies/codes of practice/legislation. | | Work-related Personal Requirements | * Able to communicate well with students and adults. * Commitment to equality of opportunity and the safeguarding and welfare of young people. * Able to respond to changes within their area, manage those changes and apply new solutions. |  | | Other Work Requirements | * Ability to identify own training and development needs and willingness to participate in activities to address them. * An understanding of continuing professional development. |  | | Child Protection | * A commitment to the safeguarding and wellbeing of young people and adherence to all relevant policies. |  | |