



*Celebrating Diversity
Inspiring Achievement*

REDLANDS PRIMARY SCHOOL



Caretaker Application Pack

To start asap

Contents

Job description

Person specification

Information about our school

Key dates

Links to separate documents

Application Form

<http://www.redlandsschool.co.uk/current-vacancies>

School Brochure

<http://www.redlandsschool.co.uk/our-school/school-brochure>

School Development Plan

<http://www.redlandsschool.co.uk/our-school/school-development-plan>

Safeguarding Policy

<http://www.redlandsschool.co.uk/policies-1/policies>

Information about our school

Redlands Primary School is a values-based community school, which celebrates the exciting and diverse population we serve. We are situated in the heart of Reading, close to the University and Royal Berkshire Hospital. We have a nursery which offers 26 morning places for children from the age of 3, and our school provides full time tuition for children from the age of 4 to 11 years. We currently have 212 pupils on roll and over 40 languages spoken in school, which we consider to be a wonderful learning opportunity for our children.

At Redlands we are convinced that the emotional wellbeing of all members of our school community forms the basis of success. For this reason, we give high priority to the personal, social, moral and ethical education of our children. With this strong foundation they are able to develop into active, engaged learners and responsible global citizens.

We foster a 'growth mindset' culture at Redlands. The children understand that, in order to learn, they must be brave and make mistakes, and this allows them to tackle challenges they wouldn't have attempted before. We truly believe a fixed mindset is a huge barrier to learning. Those with a 'fixed' mindset will only tackle tasks that they know, in advance, they will succeed at. Those with a 'growth' mindset will not only willingly tackle difficult tasks, but will actively thrive on them. We nurture our children to become life-long learners enabling them to believe there are learners and can create their own successes. Our aim therefore must be to develop a growth mindset for all our pupils, for ourselves and for all adults involved in working with the children.

Our school provides a stimulating, creative, enriched curriculum that challenges all children to achieve both academically and socially. We are now part of the East Reading Federation with Alfred Sutton Primary School, our parents and members of our community and we aim, in return, to play our part in local life. We pride ourselves in being a community which helps one another and stand united together.

Our vision for Redlands is to strive continually for high levels of achievement and challenge in a creative and nurturing environment which encourages children's aspirations, self-confidence and independence, and where children build meaningful relationships within both local and global communities.

Job Description

JOB PURPOSE

Under the guidance of the School Business Manager (SBM) and Headteacher be responsible for security, maintenance and facilities management services on the school site and premises, provide specialist support/undertake basic maintenance tasks as required and be responsible for the maintenance of a tidy site and a clean and hygienic school interior. With the SBM they will also be responsible for the maintenance of a strong health and safety regime, good working practices on all the school's premises, and careful energy management.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Line managed by SBM

Responsible to SBM, Head of Operation, Head of school and Governors

Contacts: teaching and support staff, office manager, cleaners, kitchen staff, children, parents, governors, LA officers, contractors, security firms.

MAIN DUTIES AND RESPONSIBILITIES

Health and Safety

- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Carry out daily, weekly and monthly checks on the school buildings and fire safety equipment.
- Carry out weekly health and safety checks of all areas of the school completing all necessary paperwork and reporting any concerns to the SBM.
- With Senior Management carry out fire drills at agreed intervals.
- Ensure that emergency exits are free of obstruction and operable.
- Participate in Governors' site safety tours.
- Undertake safety audits of the premises and prepare relevant risk assessments as required.
- Maintain the safe storage of chemicals and ensure all those using them have data sheets and safety instructions for each product; maintain the COSHH register.
- Ensure that all allocated equipment and other materials are stored safely in order to prevent potential accidents/misuse.
- Ensure all allocated equipment is in a safe and working condition (visual check). Suspect equipment should be taken out of service and reported to the SBM.
- Undertake, act and advise on risk assessments made on site, where appropriate, to ensure safe working practices.
- Ensure appropriate safety notices in place through the site.
- Undertake routine and regular checks of all heating and water systems in school, including legionella checks. Log results in the appropriate way and report the results.
- Monitor the condition of asbestos, following the asbestos management plan, throughout the school premises.
- In the event of an emergency respond as directed by the Headteacher or other senior leadership in accordance with the procedures laid down in the school's emergency plan.
- Act as the primary point of contact for all contractors on site ensuring that they have access to the relevant H&S, safeguarding and asbestos information. Co-ordinate access arrangements to ensure that the site is secure at all times.

Security

- Be a principal key holder and undertake the day-to-day operational responsibility for security activity within the site.
- Open the school in the morning ensuring that the site is fit to be occupied. Ensure that arrangements are in place so that the site is made safe each evening and that the alarm is activated by an appropriate person.
- Undertake regular security checks and identify security risks.

- Operate and respond to alarm systems where appropriate.
- Liaise with police and security contractors.
- Co-ordinate deliveries to the school site.
- Provide emergency access to the school site.

Maintenance

- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the school premises, including the grounds, is satisfactory.
- Manage schedules to ensure that routine checks and rolling cleaning programmes are completed.
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor works or repairs required to maintain safe conditions.
- Operation and maintenance of heating and plant lighting systems.
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
- Undertake regular site inspections to check for maintenance problems; respond to issues raised by staff.
- To clear up and make safe the site after unexpected damage such as that through flooding, fire, vandalism etc. including temporary repair to minor damage to building.

Cleaning

- Check the cleanliness of the whole school site and undertake daily term time and periodic cleaning to allocated areas as appropriate. Undertake holiday cleaning programmes.
- Devise and organise holiday cleaning programmes.
- Undertake specific cleaning duties such as graffiti removal, litter picking.
- Collect and assemble waste for collection.
- Emergency spot clean when cleaners absent.
- Liaise with and advise contractors on school/site layout including location of items to be repaired and service points. Advise Headteacher or SBM of adverse conduct by contractors.
- Ensure that specialist sports equipment is maintained in accordance with specified standards.

Resources

- Monitor stock levels and order equipment and supplies. Issue soap, toilet rolls, tissues, cleaning materials and other such items as required by the school.
- Advise on matters relating to energy control and conservation.
- Create and maintain a purposeful, orderly and productive working environment.
- Be responsible for maintaining records in line with the school H & S policy.
- Advise the SBM in the preparation of the school's Asset Management Plan.

Other responsibilities

- Staff have a responsibility to Safeguard and promote the welfare of children.
- General portering duties including the movement of furniture and equipment within the site and the distribution of items delivered to the site.
- Keep the school grounds tidy and outdoor equipment in good order, including clearing snow from paths and taking precautions against ice. Keep external drains and gullies that are accessible from ground level clear.
- Various out of hours work on evenings and weekends when it is related to school activities, including supervision of lettings and associated cleaning, as negotiated with the SBM.
- Be aware, as far as is practical, of water, electric and gas circuits and control valves, in order to operate them in cases of emergency.
- Contribute to planning, development and organisation of systems/procedures/policies.

DUTIES BEYOND THE GATEWAY

- Liaising with the SBM, complete planned maintenance and improvement projects generating project specifications, timelines and budgets to support the works. Complete the projects, taking account of H&S and asbestos considerations, on time and within budget with progress and budget monitoring.
- Create and deliver H&S induction to external contractors. Oversee their activities of whilst on-site & provide regular updates on progress/concerns to the SBM.
- Advise on matters relating to energy control and conservation. Be responsible for sharing training information/good practice with staff/pupils ensuring that behaviours are changed in line with recommendations made.
- Provide training for staff in safety practices including but not limited to H&S level 1 training, manual handling and use of chemicals.
- Be responsible for the maintenance and cleaning budgets, purchasing goods and services that demonstrate best value.
- Use ICT to deliver an online maintenance recording system. Be responsible for training staff in its use and embedding the system in the school.

Person Specification

Area	Requirements
Personal Qualities	<ul style="list-style-type: none"> • Ability and enthusiasm to work as part of a successful team • High standards of personal presentation and professionalism • Ability to maintain positive relationships at all levels • Approachable and caring manner • Respect for others and for diversity • Ability to be flexible and to use initiative • Willingness and ability to share expertise • High expectations of and belief in self and others • Good communication skills • Good time management • Enthusiasm and energy • Love of children • Willingness to seek advice or help when necessary • Ability to manage own and others' stress • Sense of professionalism and respect for confidentiality • Sense of humour
Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge of basic health and safety procedures - further training will be provided • Knowledge of basic safeguarding procedures - training will be provided • Knowledge and understanding of different social, cultural and physical needs of children and families
School specific needs	<ul style="list-style-type: none"> • Commitment to the school's vision, values and aims • Commitment to a diverse community • Commitment to inclusion and raising standards for children • Commitment to children's entitlement to a rich education • Willingness to encourage parental involvement in school life and in the education of their children.

Key Dates

School visits: Visits to the school are encouraged and we would love to show you around our fabulous school.

Please contact the school office to arrange an appointment – see contact details below

Applications close: Sunday 2nd February 2025 - Applications will be considered on receipt, so may close sooner if the position is filled

Interviews: To be arranged following consideration of application

School contact details

Redlands Primary School, Lydford Road, Reading RG1 5QH

Tel: 0118 9375527

Email: bursar@redlands.reading.sch.uk

Website: www.redlandsschool.co.uk



We look forward to hearing from you!