



JIQ S-1005

September 2022

Dear Colleague,

**Re: Caretaker/Site Operative – Grade E SCP 10-14 £21,695-£23,484 Full time (52 weeks per year)  
26 days annual leave plus bank holidays. Contributory pension scheme.**

Thank you for your recent enquiry regarding the above position. We are seeking to appoint an enthusiastic individual with a positive attitude to join the Maintenance Team at Littleover Community School. Experience of working in a **building/construction trade environment**, is desirable for this post. Please see the Job Description and Person Specification for a more detailed description of the role and requirements for this post.

Completed application forms, with supporting letter explaining why you feel you have the qualifications, experience and personal qualities required for this post, should be returned by email to: **jobs@littleover.derby.sch.uk**

Please note, school will only contact successful candidates.

**Closing date for applications : Sunday 2<sup>nd</sup> October 2022**

**Interview date to be confirmed**

**Information and application forms are available from the school website: [www.littleover.derby.sch.uk](http://www.littleover.derby.sch.uk)**

Littleover Community School is a diverse and highly successful comprehensive school, with consistently outstanding levels of attainment and progress across the curriculum. We are proud of our academic record, and of the pastoral care which maintains a feeling of community in a large and expanding school.

Littleover Community School welcomes enquiries from everyone and value diversity in our workforce. The school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice <https://www.gov.uk/government/publications/dbs-code-of-practice>

and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.***

***Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at:***

<https://www.littleover.derby.sch.uk/information.php#policies>





We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. Wilding', with a horizontal line underneath.

J. Wilding  
**HEADTEACHER**

## JOB DESCRIPTION

POST	CARETAKER/SITE OPERATIVE
GRADE	Grade E SCP 10-14 £21,695-£23,484
JIQ REF NO	S-1005
JOB PURPOSE	To provide efficient and effective caretaking and site support to the school, including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and that the heating systems operate at optimum efficiency, and to provide an effective minor maintenance system to the school.
RESPONSIBLE TO	Site Manager
OTHER CONSIDERATIONS	The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by the Site Manager, technical consultants, contractors and manufacturers, are adhered to in line with health and safety and COSHH regulations.
WEEKLY HOURS	37 per week between 4.30 am and 10.00 pm Monday to Friday on a weekly rotation of early and late shifts. During holiday periods, working hours will be between 8.00 am and 4.00 pm. At least one week of holiday entitlement to be taken during term-time.
WEEKS WORKED PER ANNUM	52 weeks, including Inset days.

### DUTIES AND RESPONSIBILITIES:

1. To be responsible to Site Manager
2. To work in accordance with the aims and policies of the school.
3. To operate heating plant and equipment efficiently and effectively, make adjustments as necessary and report defects and malfunctions to the Site Manager.
4. To be responsible for the opening and closing of the premises and for maintaining the security of the premises, including the operation of security lighting, cameras and fire and burglar alarm systems.
5. To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required.
6. To ensure that gullies, drains etc. are kept free from debris and that the school and grounds are litter free. External cleaning to be carried out as follows:
  - External waste bins to be emptied daily and moveable bins to be stored inside the building overnight, to be returned to agreed positions by 8.30 am the following day.
  - Litter collection to take place after morning break 11.30 am daily and at other times as necessary to ensure grounds are litter free.
  - Steps, footpaths and other paved areas to be kept clean and swept regularly, but at least once weekly.
7. To ensure clear and safe pedestrian access to the school, particularly in adverse weather conditions (e.g. snow clearing, gritting).
8. To dispose of waste materials in a safe, hygienic manner, ensuring that it is available for collection as required.
9. To undertake portering tasks as required, including setting up and clearing away furniture.
10. To control the provision of toiletry items, including requisition, storage and distribution of such items.
11. To clean light fittings and replace minor parts such as tubes, bulbs, fuses, starters and diffusers and to ensure a rolling programme of maintenance takes place across the school.
12. To report emergencies in the case of faults with gas, electric and water supply to Technical Services and to the Site Manager.
13. To supervise and support the cleaning team.
14. To initiate and undertake repairs and improvements to internal and fabric of the school and its equipment. Duties entail:

#### Painting and Decoration

- ♦ Temporary making good of colourwash, e.g. when cabinets are moved, and the blotting out of graffiti.



- ♦ Make good of paintwork, e.g. touching up scratch damage.
- ♦ Projects such as doors and store cupboards.

## **Joinery**

- ♦ Repairs to fixtures and fittings, e.g. replacing locks, repairs to furniture, replacing door and frames.
- ♦ Improvements such as the erection of shelves, display boards and coat pegs.

## **Plumbing**

- ♦ Unblocking sinks, traps, waste pipes. Adjusting and re-washing of taps.
- ♦ Repairs to leaks of drainage system when necessary.

## **Internal Glazing**

- ♦ Remedial action after break-ins, e.g. boarding up of broken windows.

## **Outside Maintenance**

- ♦ Localised repairs to potholes and paving slabs and brick work, including the sweeping of gravel.
- ♦ Localised repairs to fences and gates.
- ♦ Maintenance and fixing of external signs and notice boards.

## **Any other minor repairs (non-electrical)**

15. To attend to personnel visiting the site, such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the post holder's area of responsibility.
16. To organise and undertake on a pre-planned basis, the stripping, resealing and polishing of floors, washing of walls and cleaning and maintenance of furniture during school holiday periods.
17. To clean the internal face of external windows within the limitations of safe working practices.
18. To be a nominated key holder and respond to emergency call-outs relating to matters of school site security.
19. To comply with the requirements of Health and Safety, other relevant legislation and school documentation and to participate in staff training programmes as required.
20. To understand and comply with the school's Equal Opportunities Policy.
21. To drive the school Minibus, as and when required.
22. To support the overall work of the Maintenance Department.
23. To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies within the school.
24. To be prepared to undertake training appropriate to the role.

***The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out any other appropriate duties within the context of the role.***

## PERSON SPECIFICATION

### CARETAKER/SITE OPERATIVE

	Essential	Desirable
<b>1. Skills and Experience:</b>		
Experience of working in a building trade environment		X
Experience of working with a variety of electrical trade tools, fixed/hand-held	X	
Experience of securing/locking premises	X	
Experience of heating plant and computerised plant systems		x
Knowledge of Health & Safety in the work place (COSHH)	X	
Ability to work independently as well as part of a team	X	
Able to collate and feedback written information		X
Ability to work from plans and project drawings		X
Knowledge and expertise in maintenance and repair	X	
Good communication skills both verbal and written	X	
To be able to drive a minibus	X	
<b>2. Qualifications:</b>		
City & Guilds, construction training/served apprenticeship		X
Other building trade experience, plumbing, joinery, brickwork etc.	X	
<b>3. Personal qualities:</b>		
Ability to use own initiative	X	
Able to work in all-weather/circumstances	X	
Ability to respond positively and calmly with students and staff	X	
Ability to deliver quality work with an eye for detail	X	
Willingness to work in a way that is consistent with the ethos of the school	X	
Solution focused approach to work	X	
Flexible attitude to work and a willingness to adapt to change	X	
Has a responsible and conscientious approach to Health & Safety	X	



To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies.	X	
<b>4. Other:</b>		
Hold a current First Aid Certificate or be willing to undertake the relevant training	X	
Be prepared to undertake other relevant training, as and when required	X	