

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All



Job Advert

Stocksbridge Junior School is an outstanding school and has been for almost twenty years. Situated to the north-west of Sheffield, this inclusive school is an integral part of the community it serves, ensuring the families and children of Stocksbridge and surrounding areas receive the very best quality of education and support. Stocksbridge Junior School joined Chorus Education Trust in December 2023.

Stocksbridge Junior School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at:

Caretaker

Salary: Grade 4 SCP 7-12 £24,294 to £26,421 (Job shared would be considered)

37 hours / 52 weeks per year

Permanent

To start: ASAP

About this vacancy

Stocksbridge Junior School is looking to recruit a hardworking Caretaker who takes pride in their work and the school site. Since joining Chorus Education Trust in 2023, we have invested significantly to improve our school learning environment and the post holder will work closely with the Trust Premises & Estates Manager and school Business Support & Finance Manager to implement a programme of statutory compliance, premises maintenance & repair to support our young people's learning.

The role offers a great deal of variety, and the ideal candidate will have:

- Experience and knowledge in general site and building maintenance, and repairs.
- Knowledge of health and safety, and statutory compliance legislation, including safe working practices.
- Have good communication skills, a "can do" mentality and a practical, hands-on approach to work.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Alice Pearson (HR Officer for Chorus Education Trust) at: apearson@chorustrust.org

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted. Applicants are welcome to discuss any aspect of the role with Tracey Birley, Business Manager

Deadline for applications: **11.59pm on Monday 27th May 2024.**

Interviews to be held: **week beginning 3rd June 2024**

At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy <https://www.chorustrust.org/policies>

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

JOB DESCRIPTION	
Post Title	Caretaker
Profile	EO2S
Grade	4
Grade Spinal Point Range	7-12
Accountable SLT post	COO
Line Manager of Postholder (if different)	Director of Estates / School Business Manager
Staff to be supervised or line managed by post holder	Assistant Caretakers where applicable
Post holder will work with	Central Facilities and Estates Team Assistant Caretakers, Building Officers Headteacher, School Manager
Holiday and sickness relief by/ for	By and for other site and administrative staff
Purpose of job	To provide a service to the site consisting of security of premises, lighting, heating, cleaning, maintenance and operation of plant, portorage, and handy person duties. To provide an efficient support service to the site users and community groups. Assist with administration of defined budgets and premises related issues.
Version revised:	May 24 (SCC role 013)

The post holder must at all times carry out their responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

Specific duties and responsibilities:

To ensure working practices as a priority in accordance with the statutory compliance of the building and wider site in relation to the Health & Safety at Work etc. Act 1974.

Working under the direction of director of Estates/ Facilities Manager and in connection with the Central Facilities team.

Ensure that remedial works following statutory testing, checking and investigative maintenance are undertaken with compliance as a key performance indicator.

Duties will include, but not be limited to:

Main Duties and Responsibilities:

Security of premises:

- To act as primary keyholder.
- Responsible for an effective level of security of buildings and grounds. Liaise with security services and deal with alarm systems as appropriate.
- Maintain high level of security in rooms/areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas, and electrical isolators (fuse boards/circuit breakers).
- Lock/unlock premises and check for vandalism/break-ins, report and remedy as necessary.
- Liaise with emergency services (e.g. Police, Fire Brigade, Education Officers) in case of break-ins, fires etc.
- Switch on/off intruder alarms, internal and external lights as necessary. Adjust time clocks when necessary.
- Make rooms and premises temporarily secure after break-ins or vandalism. Report incidents to Headteacher, Line Manager and/or Premises section. Board up if possible. Remove loose or fragmented glass. Tidy up immediate vicinity.
- Check operation of fire alarms, extinguisher (visual check), emergency lights and fire hoses on a regular basis. Statutory compliance requirement.
- Make safe gas, water and electric power when looking up.

Cleaning Tasks:

- Responsible for the day-to-day cleaning of the building and site, in conjunction any relevant agreements/contracts.
- To undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods, or additional cleaning in toilet areas.
- Responsible for the periodic stripping and resealing of hard surface floors.
- Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litter bins, including a daily check for litter and graffiti. Remove all litter and leaves from hard / soft ground areas related to the site.
- Remove graffiti from internal and/or external walls, windows etc., using appropriate cleaning equipment and materials.
- Monitor and provide quality assurance checks and reports on cleaning standards and follow up.

- Basic maintenance of school caretaking/cleaning equipment and ensure safe storage. Report faults as necessary.
- Transport refuse to bin/skip areas from collection points.
- Mop up and remove spillage, floods, vomit, and obnoxious waste in line with agreed procedures.
- Inspect after workmen, report any major problem to the relevant officer or bring room up to required standard.
- Clear snow off main paths, steps, and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
- To clean high/walls/internal windows.

General Duties:

- Responsible for effective supervision and co-ordination of assistant caretaker(s) to meet the needs of the establishment.
- Provide induction training and continual guidance to familiarise any Assistant Caretakers with agreed procedures and working practices.
- To impart special skills and knowledge to other colleagues as appropriate.
- Maintain close working relationship with the bursar, staff and liaise with establishment users as necessary.
- Carry out portering duties as required including receipt of goods and supplies.
- Regularly check, unblock, and clean drains, manholes and gullies.
- Set out/put away furniture and equipment for functions, meetings, and exams.
- Arrange temporary signs in car parks and buildings as necessary.
- Deal with lost property in accordance with agreed procedure.
- School milk to be taken to agreed distribution points and empties to be returned to a central collection point.
- Remove weeds from paths, steps, and playground/yard edges.
- Pick up premises helpdesk jobs/tickets in a reactive and proactive manner, updating outcomes.

Administration:

- Follow and maintain suitable information systems appropriate to the post and needs of the site. To organise and prioritise workload of assistant caretaker (where applicable).
- Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment for all site users.
- Collect or buy goods as required for the efficient completion of any caretaking or maintenance job, in line with finance and procurement procedures.
- Certification, completion of necessary timesheets, lettings records, absence (sickness, holiday) records and events diary, using appropriate systems.
- Ensure adequate provision of materials and equipment, including issue of paper towels, toilet rolls, soap etc. Maintain effective stock control.
- Assist with control and administration of premises budget(s) for the school site.
- Assist with the development of school lettings programme and supervise and support lettings where necessary.
- To monitor all energy and water services usage and to be aware of the spending under these budget headings and liaise with the school business manager/central facilities team accordingly.

- Responsible for obtaining equipment and supplies and ensuring sufficient and * proper use of fuel, materials and equipment provided in relation to the job of caretaking and cleaning.
- Accompany Clerical Staff with internal transfer of cash. Pay into bank school cash as required.
- Buildings Supervisor to provide sickness/absence cover where required.

Maintenance:

- To monitor all contractors' personnel on site and ensure that work is satisfactorily completed. Accompany contractor on/off site as necessary. Check permits to work as required.
- Maintain and refer to the Log Book/helpdesk for maintenance jobs to be undertaken.
- To identify and report any repairs, maintenance or replacements that require rectification.
- Initiate work orders for repair and liaise with staff from other departments and outside contractors. Obtain estimates if necessary, under instruction from central facilities team.
- To carry out basic maintenance work following appropriate training.
- To ensure that arrangements for the maintenance, minor repairs and modifications are affected as quickly as possible.
- To install, maintain or repair, jobs of a minor nature relative to the fabric, fixtures and fittings of the building equipment and furniture. i.e. general maintenance of building:-
 - Plumbing i.e. leaking taps
 - Joinery i.e. boarding up broken windows
 - Painting/decorating
 - Plastering to small areas
 - Reglazing to ground floor level
 - Electrical i.e. make safe broken light switch/sockets plugs. Tape over or isolate from further use. Report repair at earliest opportunity
 - Gas Leaks etc. isolate, turn off gas supply. Report repair at earliest opportunity
 - Others as necessary within the capabilities of the postholder.
- Fit or change electrical plug head if competent. Check fuses and replace with manufactures recommended fuse. Make up extension leads. Check and replace faculty light bulbs, tubes, and starters on a regular basis.
- Fuse boards, where power failure to electrical appliance or faults have caused main fuses to break the circuit. Fuses may be checked if competent. **Do not carry out any repairs to fuse boards.**
- Ensure power supply is switched off when working on any appliance.
- Minor electrical repairs to be carried out by competent person unless appropriate training has been received.
- If in doubt, switch off power and report repairs/problems to Premises Maintenance/ Emergency Services Section at the earliest opportunity.

Boiler Room/Energy Conversation/Heating Systems: General Duties

- Ensure good working practice and encourage energy conservation measures are implemented and adhered to wherever possible to prevent waste.
- Ensure boiler room heating plant and all associated equipment is inspected and maintained in accordance with all laid down procedures and liaise with appropriate agencies for maintaining temperatures.

- Check room temperatures daily during cold weather to maintain appropriate temperatures. Adjust thermostats, bleed radiators as necessary.
- Daily check of water temperatures and calorifiers.
- Daily check of boiler temperatures and shut down procedures.
- Check fuel stocks, stock levels, worm feeders and sheer pins.
- Clean out bins, chutes and boiler flues, dispose of clinker and ashes in appropriate containers.
- Stoke up hand fed hoppers (daily).
- Clean out boiler houses / rooms, gas warm air heating cupboards.
- Sweep yards after coal deliveries. Remove spillages after oil deliveries.
- Switch on/off electric fans and gas heaters.
- Switch over pumps.
- Top up oil levels where appropriate.
- Check and maintain boilers, update maintenance repair book/helpdesk.
- Maintain greases boxes. Using worming systems where fitted / and check periodically.
- Re-light pilot lights as necessary.

Driving duties (optional/ site specific):

- To drive school minibus where necessary to transport equipment, staff or pupils and return them to school.
- Carry out weekly vehicle maintenance checks i.e. oil, brakes, water, tyre pressures etc.
- Ensure minibus is kept in a clean and orderly condition.
- To fuel minibus as required.
- To deliver minibus for servicing and repairs.
- To collect goods as required.

Ground maintenance duties (optional):

- Weeding of flower beds, tubs, and prestige areas.
- Weeding of shrub beds. Prune shrubs using appropriate equipment.
- Grass cutting to small areas of grass i.e. frontage of school or prestige areas.

Support for Trust/School (included in all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Take an active part in all key school events such as open evenings etc
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the Trust/school
- Participate in relevant training, other learning activities and performance management as required

- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions
- Team responsibilities - All support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Further Statement:

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head of School/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.