



BLACKDOWN EDUCATION PARTNERSHIP



BELIEF IN EVERY CHILD



WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

I hope that this recruitment pack will give you an idea of Blackdown Education Partnership, what we stand for and what it might be like to work with us.

We have a simple and compelling vision for education. We believe that our schools should sit at the heart of our communities; that there are no limits to what our children and young people can achieve; and that they should be great places to work and learn.

We are incredibly proud of our Trust and the schools within it. Strong partnerships, collaboration and generosity are the bonds which underpin our collective mission to provide great education for all children no matter what their starting point or their background.

Before BEP...I have been associated with Uffculme Academy Trust for more than 10 years, and I have no doubt that it is a very special organisation. Having moved from Headteacher to Executive Head to CEO, I know first-hand how a strong ethos, ambitious culture and compassionate environment drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

We look forward to receiving your application.

LORRAINE HEATH, OBE
CHIEF EXECUTIVE OFFICER



WELCOME TO UFFCULME PRIMARY

On behalf of Uffculme Primary School, I would like to thank you for your interest in the role of Caretaker.

The caretaker role is vital to ensuring that the school environment is safe, warm and welcoming for pupils, staff and visitors..

We are a forward-thinking school, and we are looking to a motivated and enthusiastic individual to join our team.

We can offer:

- A happy, forward looking school with a hard-working team
- A commitment to professional development
- The support of the Multi-Academy Trust and a network of colleagues across our schools
- A range of staff benefits, including membership of the Local Government Pension Scheme, discounted membership at Uffculme Sport & Fitness gym, a staff well being offer and a cycle to work scheme

If you would like to know more, or you would like an informal discussion about the role, then please contact Lisa Batten, Operations Manager on 01884 840458 or by email on battenl@uffculmeschool.bep.ac



Fraser Wallace
Headteacher



The Opportunity



Primary School Caretaker

**30 hours per week, to be worked over 5 days
Permanent, all year round**

£24,294 FTE; actual salary £19,698 (NJC point 7). Additional on call allowance payable for weekend and evening duty as part of team rota

Main Job Purpose

- To carry out the caretaking role at the school, under the direction of the Operations Manager

See the Job Description for a full breakdown of the role and responsibilities.

The closing date is midday, Monday 8th July 2024; interviews to be held in the week beginning 15th July 2024.

Job Description



Post	Primary School Caretaker
Grade	NJC point 7
Responsible to	Operations Manager, Headteacher

Purpose of the role

- To carry out the caretaking role at the school, under the direction of the Operations Manager

Main duties

- To carry out the caretaking role at the school, under the direction of the Operations Manager
- Daily locking and unlocking of the premises
- Reactive and planned maintenance tasks as required
- Duty and emergency call on a shared rota basis

General requirements

- Ensuring the security of the academy's premises and their contents
- General portering
- Emergency cleaning including the unblocking of drains and toilets
- Continuous inspection of the school for damage and vandalism, making good immediately any defects and reporting to the Operations Manager
- Set up for school events and external Academy lettings. Ensuring that hirers comply with the Conditions of Hire.
- Repairs and maintenance duties, to include decorating and external painting.
- General grounds maintenance work as required
- Undertake statutory site compliance checks as directed by the Operations Manager
- Monitor stock levels of caretaking materials and other items; inform the Operations Manager when stock needs replenishing

Security of premises

- Follow the Academy's locking and unlocking procedures at the start and end of each day as required
- Liaise with the Operations Manager and in their absence the Police/Fire Brigade in cases of break-ins, fires and other emergencies
- Make rooms and premises temporarily secure and safe after break-ins or vandalism. Report incidence to the Operations Manager

Maintenance

- To monitor all contractor personnel on site, accompanying them on/off site as necessary in line with the Academy safeguarding procedures. Ensure that work is satisfactorily completed. .
- Identify and report any repairs, maintenance and replacement that require rectification.
- To ensure that arrangements for maintenance and minor repairs are acted upon as quickly as possible.
- To report emergencies in the case of faults with gas, electric and water supply to the Operations Manager
- To ensure heating plant and equipment is effectively operated, make adjustments as necessary and report defects and malfunctions to the Operations Manager.

Cleaning tasks

- Supervise cleaning staff, including monitoring and directing daily work
- Assist with daily cleaning of the school
- Ensure that caretaking equipment is clean, safe to use, and items are correctly stored.
- Transport refuse to bin/skip areas from agreed collection points. Dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
- Mop up and remove spillages, floods, vomit, waste and other substances requiring removal in line with agreed procedures if cleaning team are not on site.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc.
- Keep the internal parts of the site litter free and carry out a daily inspection for graffiti.
- Clear ice and snow off main paths, steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.

Additional tasks:

- Provide cover for other members of the caretaking and grounds maintenance team as required.
- To carry out any other duties appropriate to the level of the post as directed by the Operations Manager or Headteacher

Safeguarding

- Attend all safeguarding training as directed.
- Follow Trust procedures and report any concerns to the relevant DSL

Data Protection

- Ensure that legislation and Trust policies and procedures relating to confidentiality and data protection are adhered to.

Special Factors

This role may involve some traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of your normal working location, will be as per the Trust's travel policy.

The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility, as required.

The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School based Policies and Procedures including Health and Safety and Data Protection requirements and to be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification



Primary School Caretaker		
Criteria		Essential/ Desirable
Qualifications and Experience	Grade C or equivalent in English and Maths GCSE	E
	Practical experience in one or more trades such as plumbing, carpentry, painting and decorating, plastering, electrical	E
	First aid qualification	D
Skills & Knowledge	Awareness of the requirements of the Health & Safety at Work Act	E
	Competent in the use of power tools and equipment	E
	Full clean driving licence and ability to travel to attend out of hours calls	E
	Ability to understand and apply regulations relating to areas such as manual handling, COSHH, Legionella, Asbestos management	E
	Minibus licence	D
Personal Qualities	Ability to work as part of a team	E
	Good time management skills, together with a organised and methodical approach to work	E
	Self motivated, willing to learn and adapt	E
	Flexible approach to work	E
	Ability to communicate effectively with a wide range of stakeholders, including staff, students, parents and contractors	E
	Ability to think creatively and problem solve	E
	Willingness to commit to additional training and development	E



We believe in the potential of every child

OUR MISSION

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

Our Schools



BELIEF IN EVERY CHILD



LOCATIONS

All our schools are situated in the beautiful countryside of Devon and Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.





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