



**Federation Caretaker
Caedmon College**

Recruitment Information Pack

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Caedmon College Whitby is a comprehensive 11 to 16 College

The College combines strong academic achievement and excellent facilities with excellent pastoral care – the welfare and happiness of our students is a top priority. Students form enduring friendships at the College, fostered by the fantastic community spirit that is evident here. This, alongside the intellectual, physical and cultural interests that students develop provides them with skills for life.

LATEST OFSTED REPORT

Our most recent Department for Education Inspectorate (Ofsted) Report concluded that the College was 'A Good school'. Ofsted also commented that:

- The College “is effective in delivering outcomes that provide well for all its pupils’ needs. Pupils are well prepared for the next stage of their education, training or employment”.
- “Standards are rising and students are making good progress across the range of subjects.”
- “Teachers have good subject knowledge and set tasks which motivate students as well as preparing them for examinations. There are examples of outstanding teaching.”
- “Behaviour and safety are good because students demonstrate high levels of respect for their teachers and each other.”

Application Process

The closing date for all applications is **Midday, Monday 10th October.**

Shortlisting will be held after the closing date.

Interviews will be held shortly after the closing date.

Completed applications must be returned to NYES.Resourcing@northyorks.gov.uk.

Applicants should enclose a covering letter with their completed application form to explain how their past experience and skills make them suitable for the post and how they would contribute to the successful day-to-day operations of the College. In doing so, applicants should consider the duties and qualities expected of the postholder as stated in the following job description and person specification.

If you do not receive confirmation of receipt of your application within one working day please contact Sarah Hunter - Resourcing Partner on 07816 251 271

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

Queries

Informal chats with our Headteachers are welcomed. Please contact Sarah Hunter - Resourcing Partner on 07816 251 271 to organise.

We actively welcome you to contact Sarah Hunter at North Yorkshire County Council to chat through the role and talk informally about the school/post and how working here will make a real difference to the children and young people on the coast.

Job Description

Job Description: Federation Caretaker

General Professional Duties

We require a caretaker to assist across the three sites of our Federation, including Whitby Sixth Form, Eskdale School and Caedmon College Whitby. You will work as part of the Site Team, under the direction of the Site Manager, in ensuring that the three sites are well-maintained and in a safe state, assisting with lettings and cover across the three sites, as required.

Hours: 30 hours, plus additional hours as required for evening/weekend lettings and site team cover

Responsible to: Site Manager

Job Purpose: Under the direction of the Site Manager, to be responsible for the maintenance and security of the grounds and site (this will include the operation of fire and burglar alarms, including key holder responsibilities as required).

Cleaning and maintenance of external areas; portering and handyman duties. Undertake regular monitoring works (this might include legionella testing and flushing water systems). To drive 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 College 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 College's 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 College 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.

Actual hours to be worked will be agreed with the postholder in advance.

Person Specification

Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Appropriate level of education with evidence of communication and numeracy skills. Minimum of 2 GCSE passes (or equivalent) 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 maintenance tools. 	<ul style="list-style-type: none"> • NVQ Level 2 Qualification (or equivalent) or experience in a relevant specialist area, including relevant Apprenticeship qualification. • Undertaken appropriate first aid training.
Grounds	<ul style="list-style-type: none"> • Be conversant with all elements of College grounds maintenance activities including grass cutting, line marking and border maintenance. 	
Competence Summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Knowledge of relevant policies/codes of practice/legislation.

	<ul style="list-style-type: none"> • Able to undertake basic administrative management tasks as required. 	
Work-related Personal Requirements	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • A commitment to the safeguarding and wellbeing of young people and adherence to all relevant College policies. 	