



Lead Caretaker

The Good Shepherd Trust – Queen Eleanor’s C of E Junior School
(with travel to our schools in Surrey & Hampshire)



Candidate Information Pack
2022

A MESSAGE FROM THE TRUST

Dear Applicant,

Thank you for your interest in this exciting opportunity to apply for the **Lead Caretaker** role at **Queen Eleanor's Church of England Junior School**. This new role will give you a fantastic step up and develop your career and to share best practice to develop caretaking services across our Trust.

The role will not only have responsibility for **Queen Eleanor's School (base location)** and our Trust HQ but will also take on additional **Trust wide responsibilities to develop and improve our caretaking services**. A flexible approach to the role will be required as this role will be expected to cover caretaking services in the event of staff absences or vacancies at any Trust school.

Family accommodation in Guildford is provided for this role for the better performance of duties. **Travel expenses** to other Trust sites will be paid in line with our expenses policy. All schools are within 40 minutes travelling distance of the provided accommodation.

We have exciting plans to develop our caretaking staff and this postholder will be expected to **attract, recruit and develop apprentice caretakers** in schools across the Trust, building capacity and developing individuals to have the knowledge, skills and experience to take on school caretaking roles in the future.

We are looking for a skilful, well-organised and enthusiastic person to join our team; someone who wants to make a difference in their own school but also keen to share their knowledge and develop others at all stages of their careers.

Queen Eleanor's C of E Junior School is one of 16 schools in the Good Shepherd Trust. Our vision is to 'Be Better, Together' so we work collaboratively as much as possible. We are committed to establishing academies, which educate the whole child, for wholeness of life, in the heart of their community.

Our people are what makes our Trust so great and we all work together to make our schools fantastic places to be. As Lead Caretaker, your role will involve taking responsibility for the security of our sites, ensuring Health and Safety is always considered and developing a programme of planned and preventative maintenance.

As with all posts at The Good Shepherd Trust, we offer personal and professional development opportunities in a role where you know you are making a real difference. You will also be part of the Trust's **Caretakers' network** with like-minded people who share knowledge and experience. Finally, you will be supported by the **Trust's Head of Building and Estates** as well as senior school staff to ensure that you really do know that you are part of the Trust team.

Please note that we reserve the right to interview on application should a suitable candidate apply and we have the right to withdraw this advert prior to the closing date. You are therefore strongly encouraged to apply for the role as soon as possible.

We look forward to receiving your application.

David Bird
Head of HR



Lead Caretaker

Reporting to: Trust Business Manager

Salary: £26-£30k (option to join the LGPS pension scheme - currently 21% employer contribution)

Hours: To be agreed and flexible. Some evening and weekend hours may be required.

Base Location: Queen Eleanor's School but with a flexible approach to work as required across any school in the Trust

Job Description

- To take on a lead caretaking role across the Trust to include supporting colleagues and covering caretaking duties at other Trust schools as required.
- To provide a security and caretaking service to our schools to minimise risks to the health and safety of those using the school site.
- To ensure the cost-effective use of materials and equipment and participate in the efficient and economic use of the school premises.
- To plan and manage an ongoing maintenance programme of work.

Key Accountabilities

1. Lead Caretaking

- To take on a lead caretaking role across the Trust to include supporting colleagues and covering caretaking duties at other Trust schools as required.
- To recruit, line manage and develop a team of apprentice caretakers supporting our schools.
- To proactively share best practice and ideas across the caretaking network.
- To carry out audits and peer reviews.

2. Cleaning

To ensure that the site is kept clean and tidy in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.

- Keep all outside hard areas clean and tidy, e.g. litter clearance, leaf sweeping.
- Collect and dispose of refuse.
- Carry out emergency cleaning as required.
- Clean allocated areas of the premises as defined on the site plan in accordance with the county's cleaning specification.

3. Site Maintenance

Contribute to maintaining the site in a good state of repair and maintain heating and lighting to all parts of the premises, in order to minimise risks to the health and safety of those using the school site and to ensure that the activities of the school take place in an environment suited to learning.



- Operate heating plant to maintain required temperatures. Carry out frost precaution procedures as necessary.
- Ensure adequate heating and lighting to all parts of the premises and, if either system fails, institute the recommended emergency procedures.
- Carry out regular checks and maintenance of drains and gullies to ensure free flowing and clean.
- Carry out regular water safety, fire alarm and lighting checks.
- Undertake emergency and first line repairs within capability, and other repairs/procedures within capability and training e.g. electrical work, plumbing and heating, painting and decorating, carpentry and joinery and glazing.
- Ensure all paths and external areas are clean and safe.
- Liaise with the Admin Lead and Head Teacher in the preparation of long and short-term maintenance programmes and where appropriate decide which repairs require outside contractors.
- Direct contractors to the site, explain nature of the repairs, monitor their performance and inspect completed work. In addition, ensure that contractors are aware of relevant health and safety measures in force at the school.

4. Security

Secure all school buildings and set alarm systems when school is not in use to protect the building and its contents.

- Be a keyholder for the school site.
- Ensure the buildings are locked and unlocked at appropriate times, setting and turning off alarm systems.
- Regularly check the automatic security and fire alarm systems and liaise with Admin Lead regarding servicing as recommended.
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.

5. Portering

Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed.

- Dispatch and take delivery of goods, laundry and materials.
- Transfer goods and materials delivered to the school to appropriate locations around the school site.
- Daily setting out and clearing away of tables and chairs in dining areas if required, and movement of furniture in connection with assemblies and parents' evenings.

6. Monitoring

Establish and maintain procedures to ensure that the school site is kept in a good state of repair, clean, safe and stocked with all necessary supplies.

- Monitor the performance of outside contractors working on the school site and inspect completed work.
- Monitor standards of cleaning provided by the school's cleaning staff or contract cleaning staff and raising these initially with the staff concerned or with the contractor as appropriate to achieve improved performance.
- Check supplies of cleaning materials, personal hygiene products and sundry items and replace as required.
- Record meter readings for gas, water and electricity.

7. Cost Effectiveness

Contribute to the Trust's objectives of achieving greater value for money in the maintenance of the buildings and site.



- Manage, schedule, and monitor the use of heating, lighting and other mains services to all areas of the site and produce reports as agreed, advising management in order to ensure the most economical use of fuel and water.
- Where appropriate to the nature and organisation of the school, write reports on fault finding, cost of vandalism, suggestions for increased efficiency of the service inspections/fault finding etc.

8. General

- To comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection and report any concerns to the appropriate person.
- Contribute to the overall aims and targets of the school.
- Maintain a professional attitude when liaising with staff, visitors, parents and children.
- Undertake training as required.
- To carry out any other similar duties as required by the Senior Leadership Team.

Confidentiality

Ensure that confidentiality is maintained at all times in line with agreed policies and protocols, both inside the Trust and in GST schools

Equality

Ensure that GST actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful and engaged citizens. Actively challenge and address discrimination.

Safeguarding

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment. All appointments are made subject to an enhanced DBS clearance (Disclosure and Barring Service), satisfactory references and qualification checks. The Head of HR will be required to safeguard and promote the welfare of children and young people, and follow Trust policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Head of HR will carry out. The postholder may be required to do other duties appropriate to the level of the role.



Competencies

Education, Training and Work Qualifications	<ul style="list-style-type: none"> • Basic general education. • Recognised training/qualifications associated with caretaking/DIY activities desirable but not essential (e.g. C & G Certificate in Caretaking Maintenance, Electrical Testing Level 1). • To have caretaking experience in a similar environment. • Driving licence.
Collaboration	<p>Working co-operatively and flexibly with colleagues to achieve Trust and mission and strategic objectives.</p> <ul style="list-style-type: none"> • Excellent team player. • Passionate about working within a team and wanting to make a difference. • Ability to relate in a firm but friendly way with a wide range of personalities.
Knowledge	<ul style="list-style-type: none"> • Knowledge of basic site maintenance and good practices in building services, i.e. heating, plumbing, carpentry, electrical etc. • Other knowledge required can be acquired through on the job guidance and training.
Abilities	<ul style="list-style-type: none"> • Ability to plan and prioritise a range of regular and irregular tasks, and ability to analyse tasks and how they may best be achieved. • Good oral and written communication skills. • Basic DIY abilities essential – candidates will be expected to evidence a range of maintenance and skills such as basic plumbing, fixing, decorating and DIY. • Able to lead and develop team members.
Risk and Awareness	<ul style="list-style-type: none"> • To understand and operate within the relevant legal, statutory, regulatory and H&S policies and practices at all times.
Competencies	<ul style="list-style-type: none"> • Able to plan long term site maintenance and think innovatively to problem solve. • Reliability. • Physically able to carry out manual tasks. • Able to role model leadership behaviours including providing encouragement, support and assistance to colleagues at all levels.



About The Good Shepherd Trust

The Good Shepherd Trust is a multi-academy Trust within the Diocese of Guildford. It currently has 16 schools, 15 primary (7 sponsored academies and 8 converter academies) and one converter secondary school. The Trust has a developed strategy for school hubs with the purpose of collaboration to improve outcomes for children. We are seeking to further streamline and centralise services in order to better support all the schools within the Trust. We are guided by our principles and it is these, with our Vision and Values, that create the culture of how we work together:

We can offer:

- Family accommodation in a family detached bungalow in Guildford. A nominal fee will be charged for service occupancy and all household utility costs will be the responsibility of the individual.
- A supportive and caring team where staff well-being is foremost.
- A pleasant working environment and beautiful grounds.
- Full induction programme with on-going support and training.
- Local government pension scheme.

We very much encourage and welcome visits to the school and we look forward to hearing from you.

How to Apply:

Please complete the application form via MyNewTerm. Within this form, you are asked to provide a supporting statement and it is here that you should set out your reasons for applying for this job and address the requirements of the job description and competencies. Applications will only be considered if this form is completed in full.

Dates:

We reserve the right to employ a candidate before the closing date so please send us your application as soon as possible.

Questions:

We welcome questions from prospective candidates. Please contact HR@goodshepherdtrust.org.uk