



North East  
Learning Trust

WE'RE LOOKING FOR

A **CARETAKER**

TO JOIN OUR TEAM

## Caretaker

### Required as soon as possible

SCP 4 £18,426 | 37 hours per week, Full time

The North East Learning Trust are seeking to appoint a Caretaker. This appointment will be based in Ashington Academy where we have an exciting opportunity for you to join a school that is undergoing real change.

We are looking for an enthusiastic and motivated member of staff to provide a caretaking service, ensuring a warm, clean and secure environment for all site users. We are looking for someone that can be flexible and proactive, have good communication skills and an understanding of the health and safety requirements.

### We can offer you:

- A vibrant learning community with highly motivated children
- A positive and caring ethos
- An excellent working environment
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body
- Opportunities for continuing professional development.
- Staff wellbeing package

### Deadline:

**Friday 12 July 2019**

Shortlisting will take place week commencing 15 July and interviews week commencing 22 July 2019.

All visits to the school are warmly welcomed.

Please contact **Jade Hutton** on **01670 822625** to arrange a visit.

### How to apply:

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to **[jade.hutton@bedlingtonacademy.co.uk](mailto:jade.hutton@bedlingtonacademy.co.uk)** or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, Northumberland, NE22 7DS.

## Job description

<b>Post Title:</b> Caretaker	<b>Department:</b> Estates
<b>Workplace:</b> NELT Northumberland Schools (Ashington)	<b>Responsible to:</b> Site Manager
<b>Hours of work:</b> 37 hours per week - Full Time	<b>Salary Band:</b> SCP 4 £18,426
<b>Operational Management Responsibility for:</b> Contractors	<b>Annual Leave Entitlement:</b> 26 Days (rising to 31 Days after 5 years continuous service). Plus Bank Holidays
<b>Line Management Responsibility for:</b> None	<b>Overtime:</b> Paid overtime is applicable, also payments for call-out and stand-by.

To provide a caretaking service, ensuring a warm, clean and secure environment for all site users.

### Resources:

**Staff:** None.

**Facilities:** Ordering resources as directed by the Facilities Manager.

**Finance:** Site security and maintenance, school equipment.

**Clients:** Students, staff, governors, parents and school visitors, volunteers and contractors.

### Duties and responsibilities:

- To ensure NELT Northumberland Schools are well presented and maintained to a high standard.
- Ensure the site is accessible and ready for use at agreed times and that the security of the site is properly maintained.
- Advise the Facilities Manager of repair and maintenance issues, undertaking minor repairs and routine maintenance tasks as required.
- Ensure that the heating system is operated and maintained in the approved manner.
- Operate and maintain all ancillary plant and equipment as appropriate.
- Ensure Health & Safety procedures are adhered to, carrying out relevant tasks to ensure compliance.

- Ensure that the external areas of the property are kept free of litter and debris, rubbish bins are emptied regularly and main access routes are kept clear of debris, snow and ice, as necessary.
- Undertake a range of general portage duties, ensuring goods, equipment, furniture and other items are transported around the property, as required.
- Ensure the site is accessible for community use and lettings, as directed by the Facilities Manager.
- Transport students in the school minibus, as required
- Record meter readings.
- Ensure stocks levels of necessary facilities equipment are monitored and maintained.
- Provide cover and support to other NELT school sites, acting in a call-out and stand-by role from time to time.
- Undertake other duties and responsibilities as required commensurate with the grade of the post .

### **General:**

- To be a part of the NELT Premises Team.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person specification

	Essential	Desirable
<b>Knowledge/qualifications</b>	<ul style="list-style-type: none"> <li>• Good basic literacy and numeracy</li> <li>• Knowledge of Health &amp; Safety legislation relating to the role</li> <li>• Full clean driving licence</li> <li>• MIDAS qualification (or willingness to undertake)</li> <li>• First Aid qualification (or willingness to undertake)</li> <li>• Practical knowledge of basic maintenance tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety qualification</li> <li>• General maintenance qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational setting</li> </ul>
<b>Skills and competencies</b>	<ul style="list-style-type: none"> <li>• Use of initiative to solve straightforward problems</li> <li>• Ability to work alone without supervision and as part of a team</li> <li>• Ability to follow instructions and achieve objective within set deadlines</li> <li>• Strength, dexterity and coordination to use a range of tools and equipment</li> <li>• Good interpersonal skills</li> <li>• Adaptable to change by adopting a flexible and cooperative approach</li> <li>• Willingness to participate in development and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and promoting positive relationships within the wider school community</li> </ul>

### **References:**

Any relevant issues arising from references will be taken up at interview.

### **DBS and pre-occupational health:**

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.