



**North East
Learning Trust**

Caretaker
Ashington Academy
Applicant information pack

Caretaker

Required as soon as possible

Grade 2, SCP4 (£21,189) – SCP6 (£21,968)

37 hours per week, Whole Year, Permanent

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.

This appointment will be based at Ashington Academy.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

The successful candidate will:

- Ensure the school is well presented and maintained to a high standard
- Undertake a range of general portering duties
- Ensure Health & Safety procedures are adhered to, carrying out relevant tasks to ensure compliance
- Advise the Site Manager of repair and maintenance issues, undertaking minor repairs and routine maintenance tasks as required
- Transport students in the school minibus, as required

Deadline: Tuesday 13 December

Shortlisting will take place Wednesday 14 December with interviews taking place week commencing 19 December 2022.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, Northumberland, NE22 7DS.

Job description

Post title:

Caretaker

Responsible to:

Site Manager

Job purpose:

To assist the Facilities Manager/Site Manager with maintenance, security and facilities services across the whole school site. To ensure that the school is cleaned and maintained in line with the school's quality procedures and work programs in a safe and efficient manner.

To carry out cleaning duties as and when required. Supervise the cleaning team in the absence of the cleaning supervisor. Other duties (but not exhaustive) will include, routine testing, maintenance, ordering necessary supplies and stocks, handyman activities, opening and securing the school as appropriate.

Duties and responsibilities:

- To ensure the school is well presented and maintained to a high standard and that the promotion of Health and Safety is enshrined in all activity.
- To ensure the site is accessible and ready for use at agreed times and that the security of the site is properly maintained.
- To advise the Facilities Manager/Site Manager of repair and maintenance issues, undertaking repairs and maintenance tasks as required.
- To keep all school buildings and grounds secure, including opening and locking of school premises, as well as ensuring all reactive repairs are properly and promptly carried out and reported to the Facilities Manager/Site Manager.
- To ensure that the heating system is operated and maintained in the approved manner.
- To operate and maintain all ancillary plant and equipment as appropriate.
- To ensure Health & Safety procedures are adhered to, carrying out relevant tasks to ensure compliance with due regard to self, students, staff and visitors, including contractors.
- To 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.
- To undertake a range of general portage duties, ensuring goods, equipment, furniture and other items are transported around the property, as required.
- To work with the IT systems as required in the performance of duties (e.g. EVERY)
- To ensure the site is accessible for community use and lettings, as directed by the Facilities Manager/Site Manager.
- To drive the school minibus, as and when required ensuring the maintenance and service records are maintained.
- To ensure stock levels of necessary facilities equipment are monitored and maintained.
- To carry out cleaning duties of the school as and when required, including biological hazards.
- To supervise the cleaning team in the absence of the cleaning supervisor, giving direction as appropriate, ordering necessary supplies and stocks.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	• Good basic literacy and numeracy • Knowledge of Health & Safety legislation relating to the role • Full clean driving licence • MIDAS qualification (or willingness to undertake) • First Aid qualification (or willingness to undertake) • Practical knowledge of basic maintenance tasks	• Health & Safety qualification • General maintenance qualification
Experience	•	• Experience of working in an educational setting • Previous experience in a similar role
Aptitude and skills	• Use of initiative to solve straightforward problems • Ability to work alone without supervision and as part of a team • Ability to follow instructions and achieve objective within set deadlines • Good interpersonal skills • Adaptable to change by adopting a flexible and cooperative approach • Ability to use a wide range of tools and equipment • Willingness to participate in development and training opportunities	• Understanding and promoting positive relationships within the wider school community
Personal qualities	• Good timekeeping • An eye for detail • Proven ability to work flexibly • Resilient, tactful and diplomatic even when under pressure • Full clean driving licence	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

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.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

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.

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