



## Evening & Weekend Caretaker Grade 3.13 – 3.17

£17,391 - £18,672 pro rata

16 hours per week

Hours required: Mon – Tues 17.30 – 21.30 Sun 08.00 – 16.00

This vacancy will be across two sites, **Thomas Wolsey and Ormiston Endeavour Academy**, which are situated over the same site.

You will have a proactive role in ensuring that both school's buildings facilities, site services and lettings programmes are maintained and operated to specific standards under the direction of the Site Manager.

- All duties are carried out within recognised procedures or guidelines.
- The post holder will often be the first point of contact with school for contractors.
- Visitors and hirers will be required to support and promote the corporate image of the school.
- There will be a need to interpret information or situations and to resolve varied problems.
- Check the rooms and equipment requested for lettings are available and set out as requested.
- Assist in the preparation/clearance for schools events/lettings.
- Need to have a flexible approach to the role.
- May be asked to do extra hours in the school holidays, or possible holiday cover.

To apply - please complete the Academy's application form on our website and write a letter of no more than two sides of A4 explaining why you think you meet the person specification.

**Closing date for applications:** 1200hrs Friday 4 January 2019

**Interview dates:** week commencing Monday 7 January 2019

**Position Available:** ASAP

For further details, please contact the Academy on 01473 464545 or email [hr@oeacademy.co.uk](mailto:hr@oeacademy.co.uk) or visit our website [www.ormistonendeavouracademy.co.uk](http://www.ormistonendeavouracademy.co.uk)

**We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. DBS checks or police vetting will be required for all posts.**

## **EXAMPLES OF DUTIES**

### **Security**

- Ensure premises are locked / unlocked and secure.
- Operation of alarms, both Fire and Burglar alarms.
- Knowledge and use of the sites CCTV systems.
- Ensure lights are turned off and windows are closed.
- Be on call in the event of emergencies.

### **Site Maintenance**

- Undertake routine building and site maintenance work/tests as required e.g. water quality checks in swimming pool.
- Assist with planning and organisation of school refurbishment programmes.
- Ensure all plant and equipment is maintained to the required standard.
- Ensure all outside services are maintained, including drains, and hard areas.
- Monitor the standards of cleaning.
- Handyman duties as required; routine maintenance programmes within agreed timescales e.g. repairs to tables, chairs, notice boards and other similar faults.
- Assist with work involved in refurbishment programmes e.g. decorating, assembly and fitting shelves, cupboards etc.

### **Caretaking**

- Porterage and transportation of equipment, furniture and materials.
- Ordering of goods and supplies.
- Swimming pool maintenance.
- Energy conservation.
- Ensure health and safety regulations are complied with.
- Ensure all outside services are maintained, including drains and hard areas.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level / nature which is considered appropriate to the level of this post.

## PERSON SPECIFICATION

Criteria	Essential to performance of job	basic	Required for fully competent performance of job
----------	---------------------------------	-------	---

### Knowledge:

Technical or specialist	<ul style="list-style-type: none"> <li>Broad knowledge of DIY equipment and straightforward repairs.</li> <li>Experience of allocating work.</li> <li>Experience of caretaking/cleaning.</li> </ul>		<ul style="list-style-type: none"> <li>Knowledge of industrial cleaning products and the relevant health and safety guidelines.</li> <li>Painting and basic carpentry.</li> <li>Knowledge of security systems/alarms.</li> </ul>
Literacy and numeracy	<ul style="list-style-type: none"> <li>Ability to read and record written information e.g. meter readings, ordering supplies, etc.</li> </ul>		
Organisational			<ul style="list-style-type: none"> <li>Knowledge of health and safety policies and procedures, e.g. manual handling.</li> <li>Knowledge of security and safety policies and procedures.</li> <li>Knowledge of cleaning standards.</li> </ul>
Knowledge & use of equipment			<ul style="list-style-type: none"> <li>Knowledge of DIY/gardening equipment.</li> </ul>

### Mental Skills:

Research	<ul style="list-style-type: none"> <li>Be aware of impact of differences when monitoring energy consumption.</li> <li>Ensure health and safety checks are carried out and records maintained.</li> </ul>		
----------	--	--	--

<b>Criteria</b>	<b>Essential to basic performance of job</b>	<b>Required for fully competent performance of job</b>
Problem solving	<ul style="list-style-type: none"> <li>• Ability to deal with varied problems within guidelines or refer to line manager.</li> </ul>	
Thinking creatively / Developing new ideas	<ul style="list-style-type: none"> <li>• Identifying areas of improvement within the site and contributing to changes in working practice.</li> </ul>	
Planning ahead	<ul style="list-style-type: none"> <li>• Short/ medium term planning for materials, workload and equipment checks.</li> <li>• Monitors work of others.</li> <li>• Contributes to longer term site planning.</li> </ul>	

### **Interpersonal & Communications Skills:**

Training and / or presentation skills	<ul style="list-style-type: none"> <li>• Provides training/ demonstrations to cleaning staff.</li> </ul>	
Advising / guiding skills	<ul style="list-style-type: none"> <li>• Supervision of caretaking/ cleaning staff to include allocation of work and monitoring/checking of standards.</li> </ul>	
Negotiating, influencing or conciliating skills	<ul style="list-style-type: none"> <li>• Provides advice and guidance to cleaning staff with regard to procedures and practices.</li> <li>• Advises line manager on maintenance and repair work.</li> </ul>	
Verbal and written communications skills (including use of languages)	<ul style="list-style-type: none"> <li>• Keep up to date written records, e.g. water levels</li> <li>• Ability to communicate clearly at all levels with internal and external personnel.</li> </ul>	

Criteria	Essential to performance of job	basic Required for fully competent performance of job
<b>Physical skills:</b>		
Keyboard skills / use of mouse		<ul style="list-style-type: none"> <li>• Basic keyboard /mouse skills.</li> </ul>
Other manual skills	<ul style="list-style-type: none"> <li>• Hand /eye co-ordination needed to undertake DIY tasks.</li> </ul>	
<b>Other attributes:</b>		
Level of autonomy	<ul style="list-style-type: none"> <li>• The majority of work is covered by guidelines and procedures.</li> <li>• The post holder will be required to make day to day decisions about own work and work allocated to others.</li> </ul>	

## **EVALUATION NOTES**

### **KNOWLEDGE**

- Knowledge of a range of organisational procedures, e.g. health and safety, risk assessment.
- Literacy and numeracy – ability to undertake calculations, e.g. calculate quantity of chemical needed in swimming pool, measure pH levels and adjust chemicals accordingly, filling in paperwork/forms for letting of the building.
- Knowledge of standards required in relation to range of tasks undertaken by post holder and cleaning staff, e.g. cleaning, maintenance, security tasks etc.

### **MENTAL SKILLS**

- The post holder will undertake short term routine planning, e.g. allocation of workload to cleaning staff, routine inspections on equipment.
- Short / medium term planning will be undertaken when planning for swimming pool maintenance in school holidays or planning for building works at the schools, e.g. conversion of sandpit by sports day.
- Problems are likely to include vandalism and cleaning staff absence. Both require the post holder to assess urgency and take necessary action or refer to line manager.

### **INTERPERSONAL AND COMMUNICATIONS**

- Needs ability to communicate information clearly, especially in times of emergency call out, to outside agencies/
- Written communications may include the costing of straightforward projects and keeping basic records.
- The post holder will carry out training/demonstrations to caretaking staff, e.g. demonstration new products/equipment and their use in relation to health and safety procedures.

### **PHYSICAL SKILLS**

- Hand / eye co-ordination needed to undertake a range of straightforward DIY tasks, e.g. sawing, hammering and painting.
- Precision is required for certain tasks, e.g. when using power tools.

### **INITIATIVE AND INDEPENDENCE**

- The post holder will know whether or not to refer a query/issue on to the line manager.
- The post holder will be expected to make decisions in relation to heating breakdown and keeping hall doors closed during bad weather, but would refer purchasing decisions and resurfacing hall floor (involving county caretaking staff during school holiday) to the line manager.

## **PHYSICAL DEMANDS**

- The post holder will have regular physical demands, e.g. climbing ladders/scaffolding, sweeping and cleaning building/paths, lifting equipment, pushing and pulling items such as furniture.
- May have to work in confined space e.g. boiler maintenance/minor roof repairs.

## **MENTAL DEMANDS**

- The post holder may experience interruptions from pupils.
- There are specific deadlines/inspection dates that must be met.
- The post holder must ensure compliance with policies and procedures.
- The post holder needs to be alert and aware to possible dangers to self and others when carrying out swimming pool maintenance, if required.
- In the event of vandalism or breakages, the post holder may experience work related pressure in ensuring the school building remains safe and secure.
- The post holder is required to concentrate when undertaking certain written tasks, e.g. lettings booking form, handling money, and monitoring energy consumption.

## **EMOTIONAL DEMANDS**

- Minimal emotional demands.

## **RESPONSIBILITY FOR PEOPLE**

- Direct responsibility through provision of front line service to customers.

## **RESPONSIBILITY FOR SUPERVISION (EMPLOYEES)**

- The post holder supervises caretaking, and possibly cleaning, staff. This includes allocation of work, monitoring and checking work is carried out to set standards, advising and guiding on procedures/equipment and ensuring cover for holiday periods.

## **RESPONSIBILITY FOR FINANCIAL RESOURCES**

- The post holder handles small cash sums and cheques for income from lettings. This includes undertaking banking as required.
- The post holder may assist in monitoring the energy budget.

## **RESPONSIBILITY FOR PHYSICAL RESOURCES**

- The post holder has a shared responsibility for the school building and fields, their security, cleanliness and safety.
- Other physical responsibilities include a range of equipment and products (alarms, machinery cleaning chemicals etc). The post holder is responsible for their maintenance, ensuring required inspections are carried out.

- May be shared responsibility for swimming pool or play equipment.
- The post holder keeps a maintenance log, outlining maintenance and repair carried out on site.

## **WORKING CONDITIONS**

- The post holder works regular rostered shifts.
- The post holder is expected to be on call in case of emergencies.
- Would be required to wear the full range of protective clothing, e.g. goggles, steel toecap boots, gloves, overall etc.
- The post holder may use/come into contact with hazardous chemicals, e.g. swimming pool chemicals and cleaning products and must adhere to health and safety guidelines in their use.
- The post holder is expected to hold a full driving licence to include D1 level and to either hold or be prepared to obtain the SCC Minibus Assessment.