Caretaker (Part-time)

Information for Applicants
(NJC Grade 2 Points 3 - 4)
Dear Applicant

Thank you for showing an interest in the post of part-time Caretaker at Weavers Academy.

We aspire to being a school of first choice for our community, a beacon of hope and a provider of not just a ‘good’ education but a ‘world class’ one! We want our staff, students, families and governors to judge Weavers Academy to be an outstanding school. In the last few years we have significantly improved outcomes for our students and the school was judged ‘good’ by Ofsted in May 2017.

We are passionate about the classroom experience. Our teachers put their ‘heart and soul’ into delivering excellence within their own teaching and assessment practice and this has driven learning, progress and personal development. This approach has been a key contributor to our success so far.

If you feel that you have the relevant experience and skills together with the professional characteristics that will be needed to drive us forward in our pursuit of excellence we would like to hear from you.

(Start date: As soon as possible).

Yours sincerely

Vivien Swaida
Principal

The Creative Education Trust is committed to safeguarding and protecting the welfare of children as its number one priority. This commitment to robust recruitment, selection and Induction procedures extends to organisations and services linked to the academy on its behalf.
The Creative Education Trust is a charity and social enterprise set up in 2011 with support from leaders in the creative industries, innovation-based businesses and education.

Their mission is to improve standards of education and skills for children and young people across the UK, equipping them to be successful adults in the competitive, globalised world of the future. The creative, problem solving, innovation and making skills used in design, engineering, high-tech manufacturing and architecture are at the heart of their approach to learning because these skills are at the heart of the UK economy of the future.

They are delivering their mission through exciting innovations in curriculum, teaching and learning which are driving educational improvement and developing students with modern employable skills in their growing number of primary and secondary academies across England.

Their ambition is to be among the very best providers of publicly-funded education in the country. They are achieving their aims through:

- Educational rigour
- Organisational effectiveness
- Financial efficiency
- Partnership and respect for local identity
- Respect for autonomous leadership
- Quality not quantity
- Promoting practical creativity
Job Description

Caretaker (Part-time)
Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks.

**JOB TITLE:** Caretaker  
**SALARY:** Scale 2 (Points 3-4) £18,065 - £18,426 (pro-rated £10,452.08 - £10,660.94)  
**CONTRACT:** Permanent  
**HOURS:** 25 hours a week/39 weeks a year (Term time + 1 week)  
Monday – Friday: 1500 – 2000

**JOB PURPOSE:** Overall aim to support the Governors, Principal and teaching staff in their aim to improve student achievement by providing a positive learning environment. The Caretaker is a member of the Site Team undertaking duties as required to meet the needs of the school and the team. To provide a safe and secure environment that underpins high quality education for all.

The Caretaker delivers a practical and efficient service to the School to ensure that all internal and external areas of the school are clean, tidy, well maintained and secure. The post holder will mainly carry out janitorial tasks as well as locking the site up each evening. They may also be asked to assist with light porterage and maintenance tasks. A flexible approach is essential and a willingness to remain on-site during evening events (parents evenings, open evening, student plays/shows etc.)

**RESPONSIBLE TO:** Facilities Manager

**PRINCIPAL RESPONSIBILITIES:**

**GROUNDS MAINTENANCE**
- To maintain a clean site free of litter/ seasonal waste at all times of the school day and in all areas  
- To keep landscaped areas free from weeds  
- Assist the clearance of pathways I grounds of hazards including ice and snow to ensure safe opening of the site and continued safety throughout the school day.

**MAINTENANCE**
- Carry our light maintenance as listed on daily maintenance schedule or as instructed. Ensure jobs are signed off when complete  
- To approach each task in a methodical way being sensitive to the daily operation needs of the school  
- To use all hand tools (powered and otherwise) and operate machinery in the manner in which they were designed and purchased for  
- Maintain tools and equipment ensuring security and appropriate use, and returning safely to designated storage area.  
- To keep all tools and equipment in a safe working condition. Report all breakages and tool failure to the Facilities Manager immediately  
- To work in a clean manner both during and on completion of each task  
- To store all harmful or dangerous products in a safe manner and in accordance with storage instructions
Caretaker

Job Description—Continued

- To report all faults to the Facilities Manager immediately. In his absence contact appropriate approved contractor to carry out repairs that pose an H&S risk or disruption to the normal running of the school

CARETAKING
- To set up room spaces according to instructions for school use (assemblies, open evenings etc.)
- Lock up site securely each day.
- To supervise out of hours/ events
- Designated out of hours key holder
- Willing to attend site during out of hour’s emergency response situations
- Responsible for ensuring that the school is properly secured after each working day
- Responsible for ensuring the site remains in secure state during school operating and non-operating hours
- Be available on a daily basis to operate as a minibus driver
- Accept deliveries of stores, materials and other goods and convey to appropriate areas.
- Attend to cleaning spillages throughout the school
- Undertake cleaning of specified areas in accordance with cleaning plan
- Undertake deep cleaning during school days and holidays in accordance with cleaning plan.

HEALTH AND SAFETY
- To follow all health and safety instructions in full
- Work in a safe manner and in accordance with industry regulations and schools safety policy
- To seek advice and guidance on any activity which may cause harm directly or indirectly to all persons
- To wear safety footwear at all times (including outside of term time) whilst on site regardless of the schools normal hours of operation
- To wear any additional safety or PPE equipment when using equipment likely to cause harm regardless of the likelihood or severity of risk
- To wear regulation uniform as specified at all times during the schools normal hours of operation
- Attend relevant training as required

All employees are responsible for the promotion of safeguarding the welfare of children and young people. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential safeguarding risks they must report any concerns to their Line Manager or the School’s Child Protection Officer.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.
How to Apply

To apply for this position please complete an application form, and a letter of application of no more than one side of A4.

Please return them by email to HRManager@weaversacademy.org.uk or by post to the HR Manager, Weavers Academy, Brickhill Road, Wellingborough, NN8 3JH. CVs are not accepted.

(Start date: As soon as possible).

The successful candidate will be subject to an enhanced DBS check. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

June 2019
# Person Specification

## SELECTION CRITERIA (no priority order)

<table>
<thead>
<tr>
<th>Education and Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
<th>Assessed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeracy and literacy skills with an ability to keep accurate records</td>
<td>X</td>
<td></td>
<td>A, I</td>
</tr>
<tr>
<td>Awareness of COSHH regulations</td>
<td></td>
<td>X</td>
<td>A, I</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Knowledge and Experience</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of security and safety, including use of intruder and fire alarm systems</td>
<td>X</td>
<td>A, I</td>
</tr>
<tr>
<td>Knowledge of Health and Safety regulation, including good practice in relation to caretaking/cleaning/hygiene</td>
<td>X</td>
<td>A, I</td>
</tr>
<tr>
<td>Previous caretaking and cleaning experience</td>
<td>X</td>
<td>A, I</td>
</tr>
<tr>
<td>Awareness and understanding of working in a school environment</td>
<td>X</td>
<td>A, R, I</td>
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<tr>
<th>Skills and Abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Good organisational skills</td>
<td>X</td>
<td>A, R, I</td>
</tr>
<tr>
<td>Ability to meet deadlines to the required quality standards</td>
<td>X</td>
<td>A, R, I</td>
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<tr>
<td>The ability to use and manoeuvre relevant equipment</td>
<td>X</td>
<td>A, R, I</td>
</tr>
<tr>
<td>Ability to undertake minor repair and maintenance tasks</td>
<td>X</td>
<td>A, R, I</td>
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<tr>
<th>Equal Opportunities and Safeguarding</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>A demonstrable commitment to supporting and promoting safeguarding, equality and diversity, ensuring a safe and secure environment for students and staff</td>
<td>X</td>
<td>A, R, I</td>
</tr>
<tr>
<td>Possess a “can do, will do” work ethic.</td>
<td>X</td>
<td>A, R, I</td>
</tr>
</tbody>
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The selection criteria above will be assessed in the following ways:

Key:  
- A = Application  
- R = Reference  
- I = Interview