

THE CASTLE PARTNERSHIP TRUST

Executive Headteacher: Sarah Watson



The Castle Partnership Trust

ACHIEVE | BELONG | PARTICIPATE

THE CASTLE SCHOOL

Wellington Road, Taunton,

Somerset TA1 5AU

Tel: 01823 274073

www.castleschool.co.uk

COURT FIELDS SCHOOL

Mantle Street, Wellington,

Somerset TA21 8SW

Tel: 01823 664201

www.courtfields.net

September 2018

Dear Applicant

Assistant Caretaker Vacancy at The Castle School

Thank you for your interest in the above post. The Castle School offers a rewarding and positive environment in which to work and I hope that these details encourage you to submit an application.

An opportunity has arisen for an enthusiastic and motivated individual to join our site team at The Castle School. The successful candidate will have high standards and will work as part of the premises team, maintaining the site and facilities in the best possible state of cleanliness and condition. A key part of this role will be to help lead and supervise our team of cleaners.

The salary scale is Grade 15 on the School Support Staff Pay Scale (£16,755 to £17,391 per annum). This position is envisaged to be 37 hours per week, all year round giving a starting salary of £1,396 per month, however part time hours would be considered for the right candidate. Any part time hours would need to cover 3:30pm – 9pm during term time as a minimum and 9am – 2pm during holidays. The school requires some flexibility to cover exam periods and other school events. In return, we can offer a certain amount of flexibility particularly during school holidays. If you would like to discuss how your personal circumstances would fit in with the school's requirements please contact Brendan Slade (Premises Manager) on 01823 274073 for an informal discussion.

The most important thing for our children is their safety. We foster a culture of vigilance amongst staff, students and parents. We always listen to children and take their concerns seriously. The Castle School is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated.

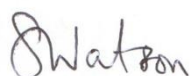
Please note that for posts working with children the successful candidate will be required to undergo an Enhanced Disclosure and Barring Service checks (previously known as CRB checks).

Applications should be emailed to recruitment@castle.somerset.sch.uk or posted to
Mr Rob Trowbridge
Assistant Business Manager
The Castle School
Taunton
Somerset
TA1 5AU

Please do not send copies of DBS (Disclosure and Barring Service) certificates, or additional materials with your form. Any CVs must accompany a fully completed application form.

The closing date for applications is 9am on Monday 8 October 2018 with interviews due to take place the week commencing 15 October 2018.

Yours sincerely



Sarah Watson, Headteacher

Assistant Caretaker Job Description

Job title: Assistant Caretaker

Responsible to: Site Supervisor / Caretaker

Main Purpose of the Job: To provide an outstanding learning environment for pupils and staff of The Castle School and supporting our mission “Every child achieves, belongs and participates” by maintaining the site and facilities in the best possible state of cleanliness and condition.

Disclosure Level: Enhanced

Grade: School Support Staff Grade 15

Working Time: 37 hours per week, (Part time hours may be considered) Full time, all year round, permanent

MAIN RESPONSIBILITIES AND DUTIES:

Within specified criteria, guidelines and policies, the post holder will use their skills and experience to maintain the school site and facilities in the best possible condition. This would include:

1. Cleaning
 - a. Supervise the evening cleaning team
 - b. Ensure all cleaners have the materials and equipment needed
 - c. Order cleaning supplies and put away deliveries
 - d. Cover for absent cleaners
 - e. Monitor the performance of the cleaning team against well established criteria
 - f. Organise the deep clean during school holidays
 - g. Undertake high level cleaning and maintenance using appropriate equipment such as ladders and tower scaffolds on occasion
2. Compliance / record keeping.
 - a. Conduct necessary building and site checks in line with H&S regulations including: Alarm tests, emergency lighting checks, legionella checks and meter readings.
 - b. Accurately and legibly record checks and readings.
 - c. Undertake work from the facilities helpdesk system and record on the system when jobs have been completed.
3. Pro-active Maintenance

- a. Assist with a planned programme of maintenance including painting and decorating.
 - b. Make improvements to fixtures and fittings.
 - c. Suggest ideas for improvements to facilities and systems.
4. Re-active Maintenance:
- a. Complete routine repairs to buildings, fixtures and fittings.
 - b. Respond to emergencies such as floods and leaks.
 - c. Clear up spillages promptly.
5. Grounds:
- a. Assist with the maintenance of the school grounds, including using equipment such as tractors, leaf collectors and line markers.
 - b. Conduct regular litter picks of the school grounds.
 - c. Conduct regular checks of the school car parks for unauthorised parking.
6. Other responsibilities:
- a. Lock and alarm the school buildings and grounds at the end of each day.
 - b. Set up rooms for lunch / break times, meetings, events and exams, pack equipment up afterwards and clean areas.
 - c. Liaise with contractors ensuring the Contractors Code of Practice is followed.
 - d. Assist with the day to day maintenance of the schools minibuses.
 - e. Some weekend work may be required to unlock and lock up buildings when events are scheduled.
 - f. Occasionally assist with school trips.
7. General:
- a. Be willing to update professional skills and knowledge including. participation, reflective practice and achievement of accredited qualifications.
 - b. To participate in an annual review and appraisal process.
 - c. To safeguard the welfare, health and safety of students.
 - d. To ensure the school policies for inclusion, equity, equality of opportunity and respect for diversity are followed.

SUPPORTING PROCESSES

Problem solving and Creativity:

- A pro-active and flexible approach is essential.
- Ability to manage time effectively and deal with conflicting priorities.

Decision Making:

- In conjunction with the Site Supervisor and Caretaker, make decisions regarding when it is necessary to call in contractors, or additional staff to cover absences.

Physical Effort and Working Conditions:

- Working in a busy school environment with frequent use of potentially hazardous equipment and substances.
- The post is a fairly physical one and requires the lifting and movement of a range of items.

Contacts and Relationships:

Contact with:

- Senior Leadership Team, Premises Manager and Site Supervisor.
- Teaching staff, support staff and students.
- Caretaker, Apprentice Caretaker, Cleaning supervisor and members of the cleaning team.
- Contractors.

Knowledge, Skills and Experience:

- An ability to work proactively to ensure that actions are followed up.
- Flexibility in order to adapt to the changing needs of the school.
- Good communication skills.
- Able to work flexibly, proactively and responsibly.
- Accuracy and an eye for detail
- D1 minibus licence is desirable.

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

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure Barring Service (DBS) Enhanced Disclosure Certificate.