



The Castle School

ACHIEVE | BELONG | PARTICIPATE

Senior Caretaker



Application Pack

Our aim is for every child to achieve, participate and belong, and this is at the heart of everything we do at The Castle School

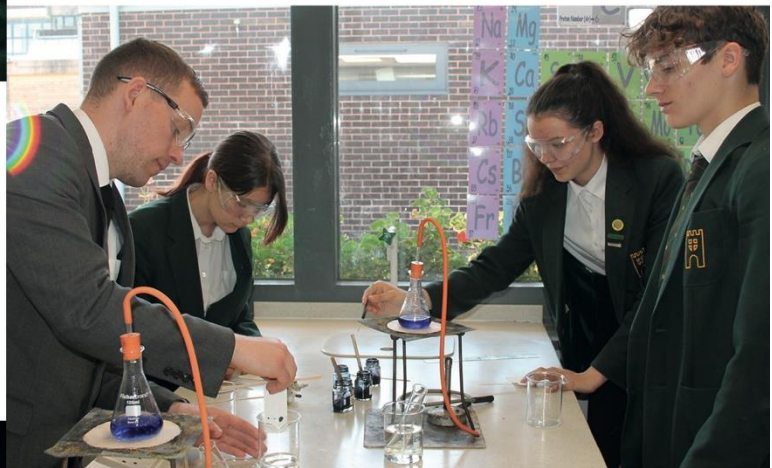
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Information regarding the role

Senior Caretaker

Grade 13 (£20,043 - £22,129 FTE)

37 hours per week, all year round

Part-time/job share applications are also welcomed

Closing date for applications:

Monday 18th July 2022 at 9:00am

The Castle Partnership Trust is seeking to recruit an individual to the new post of Senior Caretaker to be based at The Castle School, Taunton.

The Castle Partnership Trust currently comprises two secondary schools (The Castle School in Taunton and Court Fields School in Wellington) and two Primary schools (Wellesley Park School and Isambard Kingdom Brunel). A fifth school, Orchard Grove Primary School, is due to open in September 2023 in Taunton. Other schools are also likely to join the Trust over the next few years.

The in-house Facilities team supports all aspects of buildings and grounds infrastructure. The postholder will make a significant contribution to ensuring that the site is in a safe and well-maintained condition for the benefit of our students.

The postholder will provide an outstanding learning environment for students and staff of The Castle School and supporting our mission “Every child achieves, belongs and participates” by maintaining the buildings and facilities in the best possible state of cleanliness and condition.

We can offer you: An opportunity to work in an experienced and supportive team from whom you can learn, develop and grow. A friendly, busy and dynamic workplace where each day is different from the last. A competitive salary. Wider opportunities to be involved across our Trust. An energised and professional working environment.

Disclosure Level: Enhanced.

Appointment is from **August/September 2022**

CVs are not accepted, please complete the application form in full.

Interviews will be held week commencing Monday 18th July 2022



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Job Description

Job title: Senior Caretaker

Line Manager: Assistant Premises Manager

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

Disclosure Level: Enhanced

Grade: School Support Staff Grade 13

Working Time: 37 hours per week, full time

Working Hours: Flexible to be agreed with successful candidate. Once standard hours are agreed flexibility in these will be required. For example, in an emergency, the postholder would be required to work the number of hours necessary to deal with the situation.

Main Responsibilities and Duties

Planned Maintenance

- Under direction of the Assistant Premises Manager carry out routine inspections and tests of fire alarms, ground water pumps, legionella controls etc.

Reactive Maintenance

- Carry out repairs to building fabric and infrastructure as directed by Assistant Premises Manager, utilising skills to ensure works are conducted to a very high standard.
- Deal with accidents or other emergencies during which there may be occasions where the post holder will deal with unpleasant cleaning tasks e.g., blocked toilets, cleaning up of vomit, blood, broken glass etc.
- To be part of the team available in cases of emergency outside of the working week e.g., intruders, fire, flood.
- Regular monitoring of the premises and grounds ensuring that they are maintained to a high standard

Premises Improvements / Capital Projects

- Contribute to in-house refurbishment projects, completing work to a very high standard.
- Use own initiative to improve the facilities and working practices to improve the performance of the team.

Health and Safety

- Undertake weekly minibus checks and ensure they are recorded.
- Read, understand and sign all relevant risk assessments.
- Conduct routine and ad hoc checks of the school premises ensuring they are safe for students, staff, and visitors at all times.
- Respond to fire alarms and other emergencies. Contribute to reviewing processes and update records.
- Take part in and follow instruction and training to ensure own personal safety and the safety of colleagues, students and visitors.
- To safeguard the welfare, health and safety of students.

Job Description (continued)

Events

- Assist with setting up for school and external events, including exams and parents evenings.
- Vary work times when staff are absent, for monitoring purposes and/or during important school events.

Security

- Ensure that school buildings and grounds are unlocked or secured as appropriate.
- Act as a key holder and respond to security and fire alarm call outs.

Cleaning

- Report poor cleaning standards to Assistant Premises Manager (currently cleaning is undertaken by an external contractor) Monitor standards of in-house cleaning and support staff who undertake this.

Relationships

- Build constructive and professional working relationships with contractors and suppliers.
- Attend, as necessary, meetings in order to discuss premises related issues or to support other topical issues such as recycling and energy management.
- Participate in an annual review and appraisal process.

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 and Barring Service (DBS) Enhanced Disclosure Certificate.

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.

PERSON SPECIFICATION

SENIOR CARETAKER FOR THE CASTLE SCHOOL

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understand of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

		Essential	Desirable
Education / Qualifications and Training	Carpentry or multi skilled trade qualification and/or relevant, demonstratable hands on experience		X
	Evidence of and commitment to continuing professional development		X
Knowledge, Skills & Experience	Experience of operating and maintaining building services such as plumbing, electrics, carpentry.		X
	Experience of liaising with contractors		X
	Experience of health and safety	X	
	Experience of working in a busy school environment		X
Personal Characteristics	Ability to demonstrate sound balanced judgement with decisiveness, flexibility and integrity	X	
	Willingness and ability to work to a flexible routine altering working hours to accommodate staff absence, monitoring requirements and school events.		X
	The ability to think creatively and to prioritise	X	
	The ability and motivation to constantly improve own practice and knowledge through self-evaluation, learning from others and formal CPD.		X
	The ability to support colleagues	X	
	Strong organisational skills and ability to meet deadlines	X	
	Willingness to embrace new developments	X	
	To have a sense of humour and an ability to keep things in perspective	X	

Application Process

Download your application form by visiting our website:
(www.castleschool.co.uk/vacancies) or scanning the QR code below:



Applications should be emailed to: recruitment@castle.somerset.sch.uk
or posted to:

Mrs Victoria Walmsley
HR Assistant
The Castle School
Wellington Road
Taunton
Somerset
TA1 5AU

Closing date: Monday 18th July 2022 at 9am

Interviews will be held week commencing: Later that week





The Castle School

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The Castle School
Wellington Road
Taunton
TA1 5AU

Telephone: 01823 274073
Fax: 01823 274080
Email: office@castle.somerset.sch.uk
www.castleschool.co.uk

 [thecastleschool](https://www.facebook.com/thecastleschool)

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