

**Chase High School**  
**Prittlewell Chase**  
**Westcliff-on-Sea**  
**Essex**  
**SS0 0RT**  
**Tel: 01702 354441**  
NOR: 1059 including  
139 A-Level students



Headteacher: Andrew James

## **School Caretaker**

**Start date: Immediate**

Full Time 37 hours per week operating within a shift system: 6.00 am – 2.00 pm  
8.00 am - 4.00 pm  
10.00 am – 6.00 pm

There will be a requirement to occasionally work outside of these hours to accommodate the needs of the School.

Salary range: LGS Level 3 Point 10 – 14 £15,613 - £16,781pa

Interviews: To be arranged upon receipt of application.

We are seeking to appoint a caretaker who will take pride in looking after our school ensuring that we provide a safe, clean and pleasant environment in which our children can learn.

The ideal candidate will be friendly, hardworking, reliable, self-motivated and set themselves high expectations to ensure the operation of the school's building, grounds and equipment is run to the highest standards.

A full job description can be viewed on the school website [www.chasehigh.org](http://www.chasehigh.org) by following the links to the vacancies section. Among the duties included, the post holder must be able to undertake cleaning, furniture removal, redecoration, litter clearance, basic repairs and maintenance, heating plant operation and operating mechanical cleaning equipment. Please note that some work involved in this role can be physically demanding.

The ideal candidate will already have relevant work experience and is suitable to work with children and young people. They will be familiar with Health and Safety legislation and requirements (COSHH) and be educated to English and Maths Level 2 or equivalent.

**The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**



## Job Description

<b>Job title</b>	Caretaker
<b>Grade</b>	Level 3 Point 10 - 14
<b>Reports to</b>	Site Manager, School Business Manager
<b>Responsible for</b>	N/A
<b>Liaison with</b>	School Staff, Students, Contractors
<b>Hours</b>	37 hours per week Shift a) 6.00 am – 2.00 pm Shift b) 8.00 am – 4.00 pm Shift c) 10.00 am – 6.00 pm
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>To contribute to the smooth running of the School by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including portorage, cleaning and maintenance.</li> <li>To undertake the following responsibilities in consultation and collaboration with School Business Manager.</li> </ul>
<b>Key Areas of Responsibility</b>	<ul style="list-style-type: none"> <li>Ensure that duties are carried out in accordance with the school's equal opportunities policy and all other policies designed to protect staff and students from discrimination and harassment.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>Ensure that access is available to those persons who are making deliveries or carrying out repairs.</li> <li>To assist in the fire drills in line with the school policy &amp; undertake fire safety inspections</li> <li>To be on-call to attend out of hours call outs</li> <li>To operate, monitor and maintain heating plant and equipment.</li> <li>Changing light bulbs, tubes, starters, fuses and plugs.</li> <li>Sweep hard areas and empty rubbish bins.</li> <li>To ensure that all-hard area, paths, and fields are free from litter, weeds and debris</li> <li>Clear rubbish from around the central bin area and ensure that it is kept clean and tidy. To wash the bins as requested. Report any signs of vermin to the Site Manager</li> <li>To ensure that the chairs are laid out for assembly and for the lunchtime when needed and cleared away promptly.</li> <li>To set up rooms as required for meetings, parents evenings etc.</li> <li>Check pumps and associated equipment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Broken windows, roof panels, guttering, etc.</li> <li>• Cleaning blocked drains sinks, urinals, toilet pans etc.</li> <li>• Effect repairs to toilet seats, gates, locks, door handles, door hinges, school furniture, toilet cisterns/ball cocks, coat hooks, shelves, taps, drinking fountains, etc.</li> <li>• To undertake painting and decorating tasks.</li> <li>• To lock and unlock the windows, gates, doors around the site as required.</li> <li>• To report damage/vandalism to the Site Manager for action.</li> <li>• To spot clean graffiti in corridors</li> <li>• To report to line manager at weekly meeting</li> <li>• To assist other site staff as required</li> <li>• To have key holding responsibilities and be responsible for site security</li> <li>• Porterage duties in connection with all school use</li> <li>• Movement of furniture daily or when required</li> <li>• To work on a split shift basis to provide additional support for site staff</li> </ul>
<b>Lettings</b>	<ul style="list-style-type: none"> <li>• To undertake lettings as part of the normal pattern of work during Monday-Friday.</li> <li>• To ensure that school security is not compromised during a let.</li> <li>• To ensure that the school is returned to normal following a let, furniture is replaced and the area cleaned as necessary.</li> <li>• To ensure that the needs of the hirer are met.</li> <li>• To present a professional and amenable manner to the hirers.</li> <li>• To undertake delegated works from the Site Manager as required during the period of the let.</li> </ul>
<b>Other Duties</b>	<p>Upon instruction from the Site Team Manager.</p> <ul style="list-style-type: none"> <li>• Undertake duties to keep site open by clearing snow &amp; ice.</li> <li>• To act as a First Aider and attend training courses for proficiency.</li> <li>• Ensure that contractors work safely when on site.</li> <li>• Deal with bodily spills (blood, vomit) using the correct Health and Safety procedures.</li> <li>• Read all meters, monitor water temperature as part of legionella prevention.</li> <li>• Remove graffiti.</li> <li>• Spray ant/wasp killer.</li> </ul>

	<ul style="list-style-type: none"> <li>• To adopt a flexible attitude to the working hours to cover other site staff absences and during the school closure periods.</li> <li>• To deputise if required for the Site Manager in his absence.</li> <li>• To attend courses as required by the Site Manager to aid with self- development.</li>   <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• Accept, support and implement final SLT decisions.</li> <li>• To be responsible for safeguarding and promoting the welfare of children and young persons for whom the post holder is responsible, or comes into contact with</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skill and grade</li> <li>• Undertake any other tasks reasonably required.</li> </ul>
<b>Line Management</b>	None
<b>Performance Management</b>	Identified in the School's Performance Management Policy

## PERSON SPECIFICATION: Caretaker

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Substantial relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• English and Maths Level 2 or Equivalent</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Responsibility for aspects of site and security.</li> <li>• Experience of meeting Health and Safety requirements.</li> <li>• Practical problem solving.</li> </ul>	<ul style="list-style-type: none"> <li>• Working with young people.</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to use tools and equipment to maintain buildings.</li> <li>• Flexible and responsive.</li> <li>• Good communication skills.</li> <li>• Able to work as part of a team.</li> <li>• Suitability to work with children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• General maintenance skills</li> <li>• Specific building skills i.e. electrician, plumber, painter and decorator</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Health and Safety legislation and requirements (COSHH)</li> </ul>	