

**PARKWOOD ACADEMY – CARETAKER – PM (JOB SHARE)**

Contract:	Permanent
Hours:	19 hours 30 minutes (Monday to Friday)
Working weeks:	52.14 working weeks
Salary:	Scale 6 or 7 (dependant on qualifications and experience) £14,162.80 – 17,404.54 (actual salary)
Application Closes:	Wednesday 10 <sup>th</sup> July 2024
Interview Date:	TBC

**Parkwood Academy** is nestled in the heart of Melbourne, Chelmsford, is a thriving primary school within the South Essex Academy Trust (SEAT), a dynamic network of schools that champion collaboration and mutual support. SEAT is a multi-academy trust comprising a family of primary schools that actively work together to achieve the best possible outcomes for children and staff.

We are looking for a dedicated, hardworking and reliable Caretaker to ensure the safe operation, statutory compliance and general maintenance of the school. This position is a job share/flexible working opportunity and may suit a retired professional or someone who wishes to train in property maintenance.

You will be required to work 19 hours 30 minutes per week, Monday & Friday 1:30 – 6:00pm Tuesday – Thursday 2:30-6:00pm (possible flexibility around working times, to be discussed at interview).

We are looking for a Caretaker who will take pride in the management, maintenance and cleanliness of our school premises. At Parkwood Academy, we work collaboratively as a team and therefore the successful candidate will need to be approachable, adaptable and have a 'can do' attitude to meet the needs of this fast paced, school environment.

All enquiries are welcome please contact the school office 01245 354605.

**We would be delighted to hear from you if you have:**

- Able to prioritise, with a commitment to providing a high-quality service.
- Experience in building maintenance desirable.
- Hardworking, punctual, and committed to keeping the school site safe, secure and clean and are willing to work as part of a dedicated team.
- An excellent timekeeper, reliable and trustworthy.
- Able to demonstrate an understanding of Safeguarding.
- A good communicator and have good interpersonal skills.
- Able to demonstrate knowledge and or experience of Health & Safety in the workplace.
- Able to obtain quotations to achieve best value for site works.
- A positive role model for both staff and pupils.
- Prepared to undertake relevant training required for the role.

**What We Offer You:**

- A collaborative role with the support of the site management team, Trust Site Manager and Estates Manager.
- Engaged and enthusiastic pupils who are 'proud to belong' to our school and enjoy learning in a stimulating environment.
- A dynamic and collaborative team of leadership who are dedicated and committed to the success of pupils and staff alike.
- Access to ongoing training empowering you to grow and excel in your role.
- A comprehensive Employee Assistance programme available to all employees, providing you with the support you need whenever you need it.

**Take the Next Step:**

Visits to our school are warmly welcomed and encouraged. Please contact the office team directly at 01245 354605, to schedule an appointment. We hope to meet you.

We encourage you to submit your application at your earliest convenience as we reserve the right to close this job opportunity early.

Parkwood Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory DBS certification and references.

As part of the South Essex Academy Trust we are an equal opportunities employer.

**How to apply:**

If you would like to apply for this position, please click the following link to access our application form: [Career Opportunities – South Essex Academy Trust \(seacademytrust.co.uk\)](https://seacademytrust.co.uk/Career-Opportunities).

Once completed please send to [recruitment@seacademytrust.co.uk](mailto:recruitment@seacademytrust.co.uk) along with your Recruitment Monitoring Information form.

Please take care to complete the application in full as incomplete applications will not be considered.

**Job Description and Person Specification below**

## Job Description

<b>Job Title</b>	Caretaker
<b>Grade</b>	Scale 6 -7 Point 13-24
<b>Reports to</b>	Headteacher
<b>Responsible for</b>	Cleaning staff
<b>Liaison with</b>	Academy staff, contractors, the public/hirers, Office Team Lead, Trust Estates Officer, Health and Safety Director, neighbouring schools and Site Management Team.
<b>Job Purpose</b>	To contribute to the smooth running of the School by organising and managing the caretaking and undertaking effective supervision of cleaning contractors, caretaking maintenance, Health & Safety and security of the site and related resources.
<b>Duties</b>	<p>The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.</p> <p><u>Security and Supervision</u></p> <ul style="list-style-type: none"> <li>• Take appropriate action and evaluate risk to ensure from a premises perspective that outstanding safeguarding procedures are in place at all times.</li> <li>• To oversee the cleaning contractors in collaboration with the contractor's management and the Office Team Lead.</li> <li>• To organise and manage the work of the cleaning team.</li> <li>• Act as the primary keyholder maintaining records (e.g. key register) and carry out security procedures for the buildings and grounds to prevent unauthorised access. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s). (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32 (S) Managing Violence in Schools).</li> <li>• Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.</li> <li>• Management of school term special events ensuring the halls/sports field are set as directed and risk is evaluated to ensure the safety of all participants.</li> <li>• Dealing with enquiries for lettings; workers, suppliers and contractors and where appropriate in liaison with the Headteacher/Deputy Headteacher/Office Team Lead/Trust Estates Officer.</li> <li>• Attempting to prevent unauthorised access onto the school premises or grounds.</li> <li>• Monitoring and ensuring the cleanliness of the school premises and furnishings.</li> </ul> <p><u>Caretaking and maintenance</u></p> <ul style="list-style-type: none"> <li>• Ensure all statutory maintenance and checks are completed on time to ensure compliance; update the annual maintenance schedule accordingly.</li> <li>• Maintain the H&amp;S guard book ensuring all certification and maintenance reports are in place for inspection at any time.</li> <li>• Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.</li> </ul>

- Making arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g. checking automatic pumps and areas subject to flooding, and the maintenance of batteries.
- Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- To identify and prioritise maintenance requirements and prepare and organise work programmes.
- To carry out first line repairs and maintenance which are not beyond the competence of site management: -
- plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.;
- redecoration as appropriate;
- plastering work such as repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings;
- fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.;
- Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes or double-glazed units or windows at a high level.
- Drawing up, or assisting in the drawing up of specifications, for work to be undertaken by contractors.
- Arranging for works to be undertaken and monitoring the progress of projects involving outside contractors.
- Making arrangements for the washing of internal walls, e.g. classrooms, corridors by the cleaning staff.
- Making arrangements for window cleaning by the cleaners. Ensuring that all areas within the confines of the site are free from litter and that all drains and gullies are free flowing and clean.
- Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. Dispatching goods, materials etc.
- Ensuring that adequate supplies of cleaning materials and other supplies are available in liaison with the Office Team Lead.
- Ensuring that all caretaking equipment is in a safe and working condition and arranging for their repair as appropriate.
- Preparing the school premises and site for out of school activities and clearing up after these activities.

#### Other duties

- Testing portable electrical equipment if trained and accredited to do so.
- Completing claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs.
- Maintenance of Inventory and asset management register/in respect of equipment.
- Carrying out an annual check of equipment against the Inventory.
- Ability to input data into Smartlog, the Health and Safety software.
- Site security and key holder, including occasional late evening and weekend functions and lettings.

#### Health & Safety

- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the School (in relation to premises and caretaking/cleaning issues) in liaison with the Health and Safety Officer for the School.

	<ul style="list-style-type: none"> <li>• Ensure all statutory maintenance and checks are completed on time to ensure compliance; update the annual maintenance schedule accordingly.</li> <li>• Maintain the H&amp;S guard book ensuring all certification and maintenance reports are in place for inspection at any time.</li> </ul> <p>Monitoring the appropriate (e.g. premises and caretaking and cleaning related) Health and Safety procedures in use in the School and reporting any issues to the Health and Safety Officer for the Academy.</p>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the Academy and the Trust Board.</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>• The Trust Board 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> </ul> <p>The duties may be varied by the Headteacher and/or Trust Board to meet changed circumstances in a manner compatible with the post held.</p>

## Person Specification

A – Application Form

I – Interview

1. Qualifications and Experience	Essential	Desirable
Experience of caretaking and/or buildings maintenance/security preferably in schools (A&I)	✓	
Knowledge of First Aid (A&I)		✓
Good reading and writing skills (A)	✓	
Ability to count and undertake general mathematical calculations (A)	✓	
Good knowledge of security, heating plant and other building systems (A&I)		✓
Ability to undertake DIY tasks (A&I)	✓	
Valid Driving licence (A)	✓	
2. Communication	Essential	Desirable
Ability to complete forms, write letters and reports (A & I)	✓	
Ability to exchange complex verbal information clearly (I)	✓	
Seek support to overcome communication barriers with children and adults (A&I)	✓	
Ability to negotiate effectively to achieve best outcomes (I)	✓	
Ability to manage difficult or controversial exchanges (I)	✓	
3. Working with children	Essential	Desirable
Understand the school's behaviour management policy (A&I)	✓	
Understand and support the differences in children and adults and respond appropriately (I)		✓
Basic understanding of the learning experience provided by the school (I)		✓
4. Working with Others	Essential	Desirable
Understand the role of others working in and with the school (A&I)	✓	
Ability to establish rapport and respectful and trusting relationships with others (A&I)	✓	

Ability to make a distinctive contribution to the work of a team (A&I)	✓	
Contribute to the development and implementation of effective systems to share information (I)	✓	
<b>5. Responsibilities</b>	<b>Essential</b>	<b>Desirable</b>
Excellent organisational skills (A&I)	✓	
Ability to remain calm under pressure (A&I)	✓	
Ability to supervise and monitor the work of others (A&I)	✓	
Ability to manage own time effectively (A&I)	✓	
Demonstrate a flexible approach (A&I)	✓	
Demonstrate ability to resolve complex problems independently (A&I)	✓	
<b>6. General</b>	<b>Essential</b>	<b>Desirable</b>
Awareness of and commitment to equality (I)	✓	
Good understanding of Health & Safety (I)	✓	
Understand and implement child protection procedures (I)	✓	
Understand procedures and legislation relating to confidentiality (I)	✓	
Demonstrate a clear commitment to develop and learn in the role (I)	✓	
Ability to effectively evaluate own performance (I)	✓	