



**North East
Learning Trust**

**Caretaker
Teesdale School and Sixth Form**
Applicant information pack

Caretaker
Permanent
37 hours per week
Grade 2 SCP4 – SCP6
2 week rota shift pattern to cover hours between
06.00 – 18.00
£23,114 - £23,893 per annum

Teesdale School & Sixth Form is a part of the North East Learning Trust and is seeking to appoint a Caretaker to join our dedicated team of facilities staff based in school. You will be mainly responsible for carrying out repairs & maintenance, grounds, portering and general cleaning work. You will work under the supervision of the school's Facilities Manager, working closely with other Caretakers and Cleaners. You will need to have a wide-ranging practical skillset and a willingness to learn new skills.

The working arrangements are operated on a weekly rota shift pattern as follows;

Early shift – Monday to Thursday 06.00 - 14.00 Friday 06.00 - 13.30

Late shift – Monday to Thursday 10.00 – 18.00 Friday 10.00 - 17.30

The activities you will undertake are organised and managed with the help of an IT system that you will use, which helps us to monitor our work and achieve deadlines, alongside using a mobile phone App.

You won't be on your own...! Our schools are also supported by the trust's central estates service including senior facilities managers, a specialist mechanical and electrical engineer and mobile FM technicians providing advice, technical and practical assistance.

It's an exciting time...! We are working hard to adapt our buildings and how we use them, targeting reductions in energy usage and the production of waste to meet challenging environmental and sustainability targets. We also offer our school facilities including 3G and Grass football pitches to local community groups. Our relationship with our local community is very important to us.

As part of the wider Facilities Management team, you may be asked to cover at other school sites and work out of hours, which could include evenings and weekends as and when required to attend to any facilities management activity. You will be reimbursed for any additional travel and receive appropriate remuneration for any additional hours worked.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We will offer you:



- National Terms and Conditions of Employment
- Access to Local Government Pension
- Generous holiday entitlement of 32 days plus bank holidays
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- 24/7 Employee Assistance Programme and wellbeing portal
- Free parking

The successful candidate will:

- Have some previous experience in a similar role, with a sound practical knowledge of basic maintenance tasks.
- Have some knowledge of Health & Safety legislation relating to the role.
- Have good communication and organisation skills.
- Have a willingness to learn
- Have a flexible approach to work and be a hands-on individual and a team player
- Be proactive and self-motivated.

Deadline: Thursday 2nd May 2024, at 9:00am

Interviews taking place week commencing: **TBC**

How to apply:

Application packs can be downloaded from our website.

Application forms should be returned to karen.watson@teesdaleschool.co.uk or by post to Karen Watson, Support Services Manager at Teesdale School, Prospect Place, Barnard Castle, Co Durham DL12 8HH. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job description

Post title: Caretaker
Responsible to: Facilities Manager
Responsible for: Supporting with maintenance, security and facility services
Salary Band: Grade 2 SCP4-SCP6

Job Purpose:

To assist the Facilities Manager with maintenance, security, and facilities services across the whole school site. To ensure that the school is cleaned and maintained in line with the school's quality procedures and work programs in a safe and efficient manner.

To carry out cleaning duties as and when required. Other duties (but not exhaustive) will include, routine testing, maintenance, ordering necessary supplies and stocks, handyperson activities, opening and securing the school as appropriate.

Duties and responsibilities:

- To ensure the school is well presented and maintained to a high standard and that the promotion of Health and Safety is enshrined in all activity.
- To ensure the site is accessible and ready for use at agreed times and that the security of the site is properly maintained.
- To advise the Facilities Manager of repair and maintenance issues, undertaking repairs and maintenance tasks as required.
- To keep all school buildings and grounds secure, including opening and locking of school premises, as well as ensuring all reactive repairs are properly and promptly carried out and reported to the Facilities Manager.
- To ensure that the heating system is operated and maintained in the approved manner.
- To operate and maintain all ancillary plant and equipment as appropriate.
- To ensure Health & Safety procedures are adhered to, carrying out relevant tasks to ensure compliance with due regard to self, students, staff and visitors, including contractors.
- To ensure that the external areas of the property are kept free of litter and debris, rubbish bins are emptied regularly, and main access routes are kept clear of debris, snow and ice, as necessary.
- To undertake a range of general portage duties, ensuring goods, equipment, furniture and other items are transported around the property, as required.
- To work with the IT systems as required in the performance of duties (e.g. EVERY)
- To ensure the site is accessible for community use and lettings, as directed by the Facilities Manager.
- To drive the school minibus, as and when required ensuring the maintenance and service records are maintained.
- To ensure stock levels of necessary facilities equipment are monitored and maintained.
- To carry out cleaning duties of the school as and when required, including biological hazards.



General

- To provide cover and support to other NELT school sites, as and when required.
- To build good working relationships with staff, governors, parents and school visitors, volunteers and contractors.
- To work outside normal working hours, including evenings and weekends as and when required.
- To work various shift patterns as directed by the Facilities Manager.
- To keep up to date with training relevant for your role and school.
- To be a part of the NELT Premises Team.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



Person specification Caretaker

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Good basic literacy and numeracy • Knowledge of Health & Safety legislation relating to the role. • Practical knowledge of basic maintenance tasks • First Aid qualification (or willingness to undertake) 	<ul style="list-style-type: none"> • Health & Safety qualification • General maintenance qualification • MIDAS qualification (or willingness to undertake)
Experience	<ul style="list-style-type: none"> • Previous experience in a similar role 	<ul style="list-style-type: none"> • Experience of working in an educational setting.
Aptitude and skills	<ul style="list-style-type: none"> • Use of initiative to solve straightforward problems • Ability to work alone without supervision and as part of a team • Ability to follow instructions and achieve objective within set deadlines • Good interpersonal skills • Adaptable to change by adopting a flexible and cooperative approach • Ability to use a wide range of tools and equipment • Willingness to participate in development and training opportunities 	
Personal qualities	<ul style="list-style-type: none"> • An eye for detail • Proven ability to work flexibly and various shifts if required • Resilient, tactful and diplomatic even when under pressure • Ability to meet the travel requirements of the post • Ability to meet the manual handling requirements of the post 	<ul style="list-style-type: none"> • Full clean driving licence

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.

