



Caretaker

12.5 hours per week

7am to 9:30am

(Further hours during school holidays may be available)

Monday to Friday

Fixed Term to 31/12/24

Term Time Only Contract

(Further hours during school holidays may be available)

Recruitment Pack (Spring 2024)

Caretaker Position

Location: Northstead Community Primary School, Scarborough

Contract: Term-Time only – Fixed Term to 31/12/2024

Hours/ Working Pattern: 12.5 hours per week

Further hours during school holidays may be available

Salary/ Hourly Rate: Grade CD SCP 3-4

Closing Date: Sunday 17th March

Shortlisting: Monday 18th March

Interview date: Friday 22nd March 2024

Start Date: As soon as possible after the offer of employment

Are you a caring, patient, team player, looking to make a positive difference to the lives of children in the Northstead community and to the Northstead staff team?

Our Opportunity

We are looking for a caretaker to join our school and work alongside our cleaning team and our site manager.

Here at Northstead Community Primary school, we provide a welcoming, friendly and vibrant education setting for our staff and children. We are a three-form primary school located on the north side of Scarborough, within walking distance of Peasholm Park and the magnificent North Bay.

We welcomed our new Headteacher in September 2023 and since then, have revitalised our curriculum, improved our leadership structure, EYFS provision, and our learning environments. We have a committed, talented and dedicated staff team, delightful children and a strong and supportive Governing body – every one of us responsible for a school we as a community can be proud of. However, we need an amazing person to become our caretaker so our environment continues to reflect the standards in our school.

We are looking to appoint an individual who is highly motivated to join our school, work with our community, and provide the skills and knowledge so our environment demonstrates our mission for every person and every part of our school to be the best that we can be. The successful candidate will work across the whole school to complete a daily task list, as well as completing other DIY jobs around school under the direction of the site manager and the leadership team of the school.

The role will involve some interaction with children and so the caretaker must have excellent communication skills and an ability to work with children and adults alike.

We encourage applications from candidates who have a passion for excellence in all they do and who has an excellent work ethic.

You will:

- Have previous experience of working within an environment which expects high standards and you meet those standards
- Be able to support in the care and upkeep of a high-quality internal and external environment for our pupils to learn in and our staff to work in
- Be a reliable and conscientious person aiming to provide the very best to our community
- Seek to make our environment the best that it can be and be proud of what you accomplish
- Understand that working well as a team is not just about being at work together. At Northstead, we work as a team and we enjoy playing as a team.
- Demonstrate good communication skills both orally and in writing

Queries/visits

For queries, please contact Mr Shaun Hopper, Headteacher on 01723 362249 or email admin@northstead.n-yorks.sch.uk

Visits to school are welcomed. Please call school to book a visit with the Headteacher (or Deputy Headteacher)

Application forms must be completed in full – **CV's are not accepted**

We are committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity. We are also committed to safeguarding and promoting the welfare of children, young people and adults. We expect all staff and volunteers to share this commitment.

This post is subject to satisfactory references and enhanced Disclosure and Barring Service criminal records check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Northstead Community Primary School

JOB DESCRIPTION

POST: School Caretaker	
GRADE: Grade C/D SCP 3/4	
RESPONSIBLE TO: Site Manager/Business Manager/Head-teacher	
STAFF MANAGED: None	
POST REF:	JOB FAMILY: 4
JOB PURPOSE:	To provide high quality effective caretaking services to ensure a secure, safe and hygienic environment for all building users.
JOB CONTEXT:	<p>The caretaker and cleaning team as a whole are responsible for maintaining high standards of cleanliness and maintenance of equipment, buildings and outdoor spaces throughout the school.</p> <p>The post is required to work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Also required to work outdoors in all weathers to ensure the school premises is safe.</p> <p>Enhanced DBS check is required for this post due to working within a school environment</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • To securely and professionally open school on a morning and complete any morning checks needed • To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions eg. snow. • To undertake general portering duties whilst on site to include moving furniture & equipment on site • Receive deliveries to the site • To support the maintenance of the building by undertaking repairs (not requiring a contractor) of a range of equipment, buildings and outdoor spaces • To assist with cleaning duties as directed • Collect and assemble waste for collection
Communications	<ul style="list-style-type: none"> • Communicate effectively with other members of staff and pupils within the school. • Welcome contractors onto the site and check clearances
Resource management	<ul style="list-style-type: none"> • To participate in the training and development and performance management processes within the school • Store equipment and products safely and securely

	<ul style="list-style-type: none"> • Ability to carry out informal risk assessments on buildings to identify faults/hazards • Order, stock control and store cleaning and caretaking equipment and products safely and securely
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	<ul style="list-style-type: none"> • To fulfil the necessary administrative tasks associated with the responsibilities of the post.
Data Protection	<ul style="list-style-type: none"> • To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment. • Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	January 2024

PERSON SPECIFICATION

JOB TITLE: Caretaker (Band 4)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> • Awareness of Health & Safety • Ability to read and write • Ability to use tools, including power tools for making repairs 	<ul style="list-style-type: none"> • Working at height certificate • Fire awareness / Fire Warden Training • 1st Aid at work certificate
<p>Experience</p> <ul style="list-style-type: none"> • Experience of undertaking general cleaning duties • Experience of carrying out repairs 	<ul style="list-style-type: none"> • Experience of working as part of a team • Experience in a school environment
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Able to work with minimum supervision. • Self motivated • Punctuality • Flexible approach • Attention to detail • Ability to manage time effectively to complete tasks to a high level. • Ability to work both alone and within a team to achieve specified standards • Good verbal communication skills 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Must have good reading and writing skills. 	Trade based qualifications e.g qualifications in joinery, painting and decorating etc.
<p>Other Requirements</p> <ul style="list-style-type: none"> • Ability to carry out general caretaking and cleaning duties as detailed in the Job Description. • Enhanced DBS clearance • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post 	