

January 2021

Dear Applicant

Thank-you for your interest in the post of Trust Caretaker at South Milford Primary School.

Associate staff play a really key role within the STAR MAT. We value and support all of our staff and expect them to strive for personal improvement and go the extra mile.

If you feel you are ready for a fantastic challenge and would like to know more about the STAR MAT and our activities in more detail, please take a look at our website at [www.starmat.uk](http://www.starmat.uk). To apply for the post please complete the STAR MAT application form (do not attach a curriculum vitae). Your letter of application must not exceed two sides of A4 (typed, processed or hand written) and should address the following points:-

- Relevant training and experience
- Personal skills and qualities
- Why you want the job

If you would like further information please do not hesitate to contact Mrs Claire Earl at [c.earl@starmat.uk](mailto:c.earl@starmat.uk).

Thank you for your interest in this post, I look forward to meeting you.

Yours sincerely

Mr I Yapp  
CEO

## **JOB DESCRIPTION**

<b>Title of Post:</b>	Caretaker at South Milford Primary School
<b>Responsible to:</b>	STAR MAT Estates Director
<b>Salary scale:</b>	Grade C Scale Point 2 (£7,377)
<b>Contract:</b>	Permanent all year round – 15 hours per week

### **Rationale**

To be responsible for site security, daily opening and closing, compliance activities and day to day tasks. Day to day tasks will include the provision of a safe, secure, welcoming and warm premises for all site users and visitors and ensuring that the school site runs smoothly and effectively at all times.

Duties will include walking around the premises and grounds daily, checking cleanliness and tidiness, looking for damage and items needing repair, unlocking premises in the morning and lock up at night.

### **Responsibilities**

- Maintain security of school premises, e.g. locking and unlocking gates, doors, windows etc and setting alarms.
- Monitor and control supplies as required and keep records up to date.
- The moving of furniture, equipment and resources as required to meet the needs of the School.
- Assist in the supervision and monitoring of the work of contractors
- Liaise with the school, Trust, suppliers, contractors and school staff as appropriate.
- Monitor, check and allocate storage of all appropriate inward deliveries.
- Liaise with Estates Director/Trust regarding Building, Security, Grounds and Health and Safety.
- To ensure the site is clean and tidy at all times and well maintained.
- Ensuring the site is safe for use – clearing snow, applying grit, clearing leaves, litter picking as necessary
- Deal with daily emergencies, i.e. flooding, cleaning up vomit etc.
- Undertake basic tasks and repairs
- Assisting with the efficient working of heating plant and lighting including monitoring fuel consumption
- Reading meters and maintaining records
- Refuse and waste disposal and associated cleaning
- Conduct routine preventative maintenance tasks, e.g. ensuring that gutters and drains are kept clear and after rainfall surplus water is swept away
- Ensuring that all areas within the site are kept clean, tidy, litter and weed free
- Additional cleaning as required
- Monitor and complete all compliance activities and issues using the Trust's online compliance system including school wide Health & safety Compliance activities.
- Participate in the Trust's performance management scheme.
- Participate in training and other learning activities and performance development as required.

- To ensure appropriate arrangements are made for evenings/weekend use of premises, including setting up rooms/furniture and ensuring they are in appropriate condition for next day school use.
- To act as a key holder and respond to emergency call outs.
- Help staff set up equipment when needed
- To carry out basic gardening if required
- 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.
- Ensure that any incident involving unauthorised persons on site are dealt with in accordance with school policy including where necessary, informing police.

## **Equalities**

- Ensure services are delivered in accordance with the aims of the equality Policy Statement
- Develop own and team member's understanding of equality issues

**PERSON SPECIFICATION**

CRITERIA	ESSENTIAL	DESIRABLE
<p><b>Qualifications &amp; Training</b></p> <p>An understanding of current Coronavirus/COVID 19 guidelines and the importance of maintaining a clean environment for all students and staff</p> <p>Willingness to gain awareness and complete relevant training sessions relating to Health &amp; Safety within a school</p> <p>Must be in possession of a full valid driving license.</p> <p>First aid qualification</p>	<p align="center">X</p> <p align="center">X</p> <p align="center">X</p>	<p align="center">X</p>
<p><b>Experience</b></p> <p>Experience in caretaking</p>		<p align="center">X</p>
<p><b>Skills &amp; Knowledge</b></p> <p>Good levels of Literacy and numeracy skills</p> <p>Knowledge of cleaning, heating, lighting and ventilation systems</p> <p>Building security</p> <p>Problem solving</p> <p>Judgemental skills</p> <p>Knowledge of health and safety regulations</p> <p>IT literate</p> <p>Ability to communicate effectively (both orally and in writing)</p> <p>Ability to carry out manual tasks i.e., climbing, lifting and moving items.</p>	<p align="center">X</p> <p align="center">X</p> <p align="center">X</p> <p align="center">X</p> <p align="center">X</p> <p align="center">X</p> <p align="center">X</p> <p align="center">X</p>	<p align="center">X</p> <p align="center">X</p> <p align="center">X</p>
<p><b>Personal Qualities</b></p> <p>Effective time management skills</p> <p>Ability to relate to staff, students and the Community</p> <p>Willingness to show flexibility with working hours to accommodate school needs (ie. meetings after school) for the benefit of the school.</p>	<p align="center">X</p> <p align="center">X</p> <p align="center">X</p>	

Helpful, friendly and welcoming manner	X	
Works on own initiative and is proactive	X	
Organisational skills	X	
Ability to work as part of a team or individually	X	
Ability to develop good working relationships with all contacts	X	
<b>Other Requirements</b>		
Motivation to work with children and young people and the wider community.	X	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X	
To be committed to the school's policies and ethos	X	
To be committed to Continual Professional Development	X	
Available for evening, weekend and emergency call outs and willing to work flexibly to meet the needs of the School and Trust	X	
<b>Equal opportunities</b>		
To assist in ensuring that The STAR MATS equalities policies are considered within the school's working practices in terms of both employment and service delivery	X	

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

### **Flexibility**

The STAR MAT 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. Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked by their line manager or the schools' Leadership teams to carry out other such reasonable duties as may be required for the benefit of the schools and the students' education and well-being. All staff are required to comply with our Policies and Procedures.

The post holder may, in addition, be asked to carry out other such reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.