



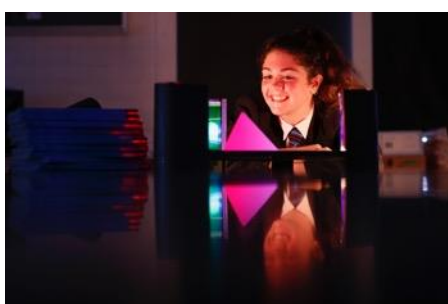
# CHESHAM GRAMMAR SCHOOL



## CARETAKER Information Pack

# CARETAKER

Range 1B - £17,383- 19,049 + shift allowance  
(actual salary inc shift allowance £19,816 - £21,715)  
37 hours/week Monday to Friday 52 weeks/year  
(early and late shifts)  
Required ASAP



Caretaker – 37 hours/week – 52 weeks per year

Hours of work: early and late shifts, Monday to Friday, *plus the opportunity for additional paid weekend work as required*

An opportunity has arisen for a driven, reliable and proactive caretaker to join our dynamic Site Team.

You will require excellent communication skills in addition to practical knowledge and experience. The main purpose of the role will be to provide efficient services and processes that allow the whole school to operate safely and securely and ensure a healthy environment. Key tasks will include assisting in general maintenance, checks and tests and portage across the site. Experience of working in a similar environment is desirable.

## Applications

For an application pack, please see linked documents. Completed applications should be emailed to: [Recruitment@redkiteschoolstrust.org](mailto:Recruitment@redkiteschoolstrust.org)

Closing date for applications: **midday, Wednesday 21 July**

*Red Kite Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.*

*Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.*



Caretaker  
Job Description

CHESHAM  
GRAMMAR  
SCHOOL





**Responsible to:** Site Manager

**Salary scale:** Pay Range 1B

**Working hours:** 37 hours per week Monday to Friday 52 weeks per year (early and late shift, plus opportunity for occasional additional paid weekend work)

### Job Purpose

- Assisting the Site Manager in his/her responsibilities to provide an efficient service that allows the whole school (students, staff, parents, visitors and other users) to operate safely and securely within a healthy environment.
- Carrying out regular checks and tests, cleaning and portorage etc
- Locking up on a rota, ensuring the security and safety of the whole site
- Supervision of contractors, when necessary, whilst working on the school site

### Main Duties and Responsibilities

#### Site Assistance

1. Carry out and assist in dealing with the following services: non- structural site maintenance and repair, heating and ventilation checks, site cleaning, tidiness & appearance tasks, utility services - checks and replacement, site security & safety (access control, including car parking) as delegated by the Site Manager, in order to ensure that all areas of the site are fit for purpose for students, staff and visitors.

## Main Duties and Responsibilities continued

### Process Assistance

2. Carry out and assist in dealing with all site-related (including statutory) processes, planned programmes and operational procedures: key / access control, day to day Risk Assessments, Safety and Security checklists, paper and electronic record keeping, in order to fulfil site operational needs on a routine basis (daily, weekly, monthly, termly, half yearly or annually) and continually improve the service offered

### People & Contracts Assistance

3. Assist in dealing with Contractors / Technicians in order to ensure that Site Management and Process Management (above) can be carried out as described
4. Assist in dealing with the local police and fire brigade with regards to any site security and fire safety issues where appropriate
5. Carry out any necessary heavy portage and high level shelf access (as trained), in line with Health & Safety guidelines, maintaining the safety of personnel across the site

### Health & Safety and Fire Safety

6. Assist in carrying out Health & Safety and Fire Safety procedures: day to day risk assessments; checks; record keeping; extraordinary events assistance (snow, flood, unplanned events); in order to support and sustain the integrity of the Health & Safety and Fire Safety culture and meet audit criteria





## General Responsibilities Common to All Staff

To carry out duties as may be required from time to time commensurate with the overall responsibility of the post

To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities, Attendance and Health and Safety

To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it

To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school

To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts

To undertake training and development relevant to the post

## Person Specification: Caretaker

### Qualifications

- Maths and English to GCSE grade 5 / C preferred but not essential

### Experience

1. Experience of working in a similar role, e.g. as a premises assistant or cleaner or in a building related trade
2. Experience of serving a variety of customer needs and meeting competing demands
3. Willingness to work flexible hours

## Person Specification continued: Caretaker

### Knowledge

4. Knowledge of, or ability to acquire, cleaning and basic maintenance / DIY skills
5. Knowledge of, or ability to acquire, Health and Safety in the workplace  
Knowledge of, or ability to acquire, of security and fire alarm systems and associated equipment

### Skills/Competencies

6. The ability to work as part of a team
7. The ability to work independently and to take direction
8. Good interpersonal skills
9. Good communication skills including fluency in written and spoken English
10. Good organisational skills including the ability to record key tasks
11. The ability to carry out manual handling and cleaning including the use of machinery  
A personal commitment to professional development and the updating of job-related skills



## Making an application

The purpose of the selection process is to assess your suitability for the post and give both you and the panel an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information which you have provided on the application form and accompanying information. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

### How to apply

To apply for this position, you will need to complete an application form, which can be downloaded from our website

Completed applications should be sent to Clare Harvell, HR Manager [Recruitment@redkiteschoolstrust.org](mailto:Recruitment@redkiteschoolstrust.org)

Please note that only fully completed application forms, with accompanying covering letter will be considered. CVs will not be included in the shortlisting process.

### Shortlisting

Applications will be assessed based on the information provided on the application form: only those best fulfilling the criteria for the role and the person specification will be shortlisted.

Subject to the number of applications, shortlisting may take place before the deadline for applications has passed.

If you have not heard from us within three weeks of the closing date, you can assume that your application is not being progressed on this occasion.

### Interview

Shortlisted candidates will be interviewed initially by a line manager.

Candidates may also be given a tour of the school where appropriate and if possible. There will be a chance to meet members of the department.

The interview will also include an administration task for support staff.

Selected candidates will then be formally interviewed by the Headteacher or other members of the management team.