

Application Pack



Castle School
Courtney Way
Cambridge
CB4 2EE
01223 442400

Office@castle.cambs.sch.uk

Caretaker

37 hours per week Monday to Friday
Scale 1C, pts 2-4 (£22,366 - £23,114)

Required: April 2024

Closing Date: Monday 11th March 2024, 09:30

Interview: Wednesday 20th March 2024

Thank you for your interest in the above position.

If you would like to apply for this role please complete the application form (available on www.castleschool.info) and send it to the above postal or email address together with your letter of application.

Your letter of application should include why you believe you are suitable for this post by referring to the enclosed job description and person specification. CVs will not be accepted.

Please note that the interview date has been specifically chosen according to the availability of the panel. You are advised to keep this date free if you are interested in this vacancy. We are unable to reschedule interviews.



CASTLE SCHOOL
CAMBRIDGE

Caretaker

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Do you like to keep things neat and tidy? Are you resourceful at fixing and repurposing things? If so, the Castle Team would like to hear from you. We are looking for a Caretaker to join our busy, friendly school.

As Caretaker, you will report to the School Business Manager, helping to keep the school a safe, clean and engaging environment for our students. Whilst experience in a special school or similar environment would be helpful in this role, it is not essential. You will be able to demonstrate a commitment to keeping young people safe, an understanding of how to work safely in our school and excellent attention to detail. You will be calm and flexible in the face of changing priorities and be able to remain focussed in a busy environment.

As a key-holder you will share responsibility for securing the premises. Previous experience of key holding duties is not essential, as training will be provided, but you will be able to demonstrate that you are trustworthy and can work methodically to agreed procedures.

The working hours will be 7:30am to 3:30pm Monday to Friday. There is an expectation that the successful candidate would be able to work flexibly. A reasonable amount of paid overtime, to cover occasional absence of other team members and weekend lets, is a necessary part of the role. For the right candidate(s) the school would consider a job share arrangement or an apprenticeship.

Visits to the school are warmly welcomed; please call the school office (01223 442400) to arrange this.

Castle School is committed to the safeguarding and promotion of children's welfare. All applicants will be subject to online checks prior to shortlisting and all appointments are subject to an enhanced Disclosure and Barring Service check. Safeguarding procedures form part of the induction process. A copy of the school's Safeguarding and Child Protection Policy is available to download from the Policies section of the school's website www.castleschool.info. The school will require a Certificate of Good Conduct, where applicable, from the professional regulating authority in the country in which the applicant has worked. References will be applied for prior to interview.

If you would like to apply for this position please visit the 'Welcome' section of our website www.castleschool.info and click on the 'Vacancies' tab. You will then be able to download an application pack and an application form.

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Job Description

Caretaker

Reports to: School Business Manager
Level: Scale 1C, pts 2-4
Salary: £22,366 - £23,114
Hours: 37 hours per week, Monday to Friday, 07:30 – 15:30 plus agreed overtime

Main Purpose of the Role

- Support the Headteacher and School Business Manager to ensure the safety of all site users by helping to maintain the grounds, facilities and equipment owned by the school in safe working order.
- Support teachers in the delivery of quality teaching and learning by ensuring that facilities are available to them in a clean, safe, satisfactory condition.
- Support the effective running of the site team by ensuring effective communication within the team and the wider school regarding site matters.

General Duties

- Work in line with statutory regulations, school policies and risk assessments.
- Maintain and develop knowledge of regulations pertinent to role.
- Liaise with colleagues, neighbours and partner organisations; maintain and manage positive working relationships.
- Carry out cleaning, portering, maintenance and repairs to property, fixtures, fittings and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson.
- Provide reasonable cover for absence of other site team members.
- Support effective communication within the site team by:
 - Checking emails daily and responding as required
 - Checking the site diary daily and noting in the diary any contractor visits/issues
 - Reviewing the jobs list at least weekly and updating assigned jobs
 - Attending weekly and monthly site meetings as requested
 - Carry out effective handover with the early morning caretaker.

Specific Duties

Site security

- Permit access to restricted areas of the school as required
- Together with the rest of the site team, carry out locking up and/or opening up duties according to agreed procedures for designated key holders, including making the site available for lettings outside of normal school working hours on an overtime rota.
- Operate routine security arrangements to prevent/deter unauthorised access to the site and restricted areas within the site, to minimise theft and vandalism.
- Require unauthorised/unwelcome visitors to leave the site; liaise with police in the event of intrusion.

Managing Planned Maintenance and Statutory Maintenance

- Perform general repairs/maintenance: painting, decorating; minor electrical repairs; carpentry, erecting flat pack furniture, moving furniture; repairs to flooring; basic DIY; gutter clearing.

- Carry out routine cleaning; assist with deep cleaning and high-level cleaning; use heavy cleaning equipment (buffing, jet washing, scrubbing).
- Assist Estates Manager with repairs, maintenance and inspection
- Maintain grounds as necessary (light work - mow, trim, weed), undertake basic DIY.
- Undertake basic equipment/vehicle repair including perform temporary and minor repairs/maintenance
- Courier and portage duties as required.
- Supervise contractors who are not DBS cleared when on site
- Report to the Facilities Officer any other work that needs to be completed by a qualified third party.
- Ensure that all equipment owned by the school and provided for the purposes of maintaining the school and its grounds are kept in good working order and ensure the safe use, storage, and handling of such machinery and equipment.

Safeguarding

- Ensure that contractors working on site are either supervised or have suitable clearance to work unsupervised in regulated activity.
- Work in line with the school Safeguarding & Child Protection Policy and ensure that own work is planned in compliance with the policy.

Emergency Response

- Execute emergency procedures in the event of fire, flood, intrusion, accident or major damage.
- Liaise with emergency services during normal working hours.

Managing Budgets

- Provide receipts, work sheets and delivery notes to Finance Officer as evidence of goods and services received.
- Ensure site overtime is agreed in advance, claimed regularly at the end of each month and that claims are authorised.

Managing the School Vehicles

- As required by SBM, or their representative, complete routine checks of minibuses and other school vehicles and maintain accurate and complete records of all checks.
- Carry out regular deep cleaning of vehicles
- Undertake preparation of vehicles for upcoming excursions as requested.
- Drive vehicles for the purposes of servicing, making deliveries and collections.

Ensuring availability of resources and facilities

- Together with the rest of the site team, ensure stocks of spare parts, materials and consumables are stored in safe, tidy and secure locations and that stocks are maintained at agreed levels.
- Re-stock consumables from stores to agreed points of use.
- Direct activities of third-party cleaners to ensure classroom, hygiene room and bathroom points of use are suitably stocked at the start of each day.
- Assist with undertaking specific/specialist cleaning tasks and other cleaning as not otherwise undertaken by staff or contractors on site. Ensure all other cleaning is undertaken by contract staff in line with agreed specification.

- Assist and be responsible for the preparation of rooms and appropriate work areas. (e.g. hall, meeting rooms, classrooms, bedrooms and catering areas).

Developing and Maintaining Risk Assessments and Policies

- Contribute to review and implementation of risk assessments for own areas of responsibility (e.g. vehicle movements on site, caretaker duties, CoSHH risk assessments for hazardous site maintenance materials).
- Work in accordance with agreed risk assessments
- Report any non-compliance to senior management

Supervising and supporting others

- As required by SBM, or their representative, direct activities of the third-party cleaners
- Support the professional development of the site caretaking team by sharing knowledge and participating in training as required
- Support effective communication within the site team and with the wider school community

Managing the Environment

- Follow agreed procedures for the disposal of routine waste.
- Ensure that all waste is disposed of in line with statutory requirements
- Take action to minimise the energy and water consumption of the school.

Person Specification	Essential	Desirable
Communication & Literacy		
<ul style="list-style-type: none"> Confident, clear and polite when communicating with a variety of audiences (staff colleagues, governors, parents, pupils, contractors, neighbours). 	X	
<ul style="list-style-type: none"> Competent and confident using a range of communication technologies including school phone system, mobile phone and MS Outlook for email communication. 	X	
<ul style="list-style-type: none"> Functional literacy and numeracy skills sufficient to be able to e.g. <ul style="list-style-type: none"> complete forms for ordering materials, health & safety checks etc. provide clear communication, both written and oral, on issues arising in the course of their duties read instructions for installation, set-up, use and maintenance of facilities take measurements, calculate order quantities required; measure out correct dose of chemicals 	X	
Personal Qualities		
<ul style="list-style-type: none"> Commitment to ensuring the safety of all site users, especially vulnerable children and adults, and the security of all school assets. 	X	
<ul style="list-style-type: none"> Honest, discrete and trustworthy: key holder and responsible for site security; has access to confidential records and school safe; responsible for critical H&S checks 	X	
<ul style="list-style-type: none"> Reliable and punctual 	X	
<ul style="list-style-type: none"> Enjoys working in a systematic way in line with defined procedures; tidy and organised 	X	
<ul style="list-style-type: none"> Able to work without close supervision to ensure tasks are completed 	X	
<ul style="list-style-type: none"> Good attention to detail 	X	
<ul style="list-style-type: none"> Flexibility: able to switch hours or do overtime to cover absence of colleagues; some element of out-of-hours work to cover weekend and evening lettings 	X	
<ul style="list-style-type: none"> Energetic and enthusiastic; pro-active in identifying what needs to be done and getting on with the job 	X	
<ul style="list-style-type: none"> Remain calm in emotionally charge situations; behaves to de-escalate tension; Copes well with short-term changes in priorities 	X	
<ul style="list-style-type: none"> Comfortable in a lone-working situation 	X	
<ul style="list-style-type: none"> Works well as part of a team; used to working in shared spaces and using shared equipment and resources. 	X	
<ul style="list-style-type: none"> Willingness to train and develop new skills 	X	
<ul style="list-style-type: none"> Experience of specific systems and plant used by the school 		X
Skills and Experience		
<ul style="list-style-type: none"> Valid clean driving licences 	X	
<ul style="list-style-type: none"> Basic training and/or experience in: general maintenance, plumbing & heating systems; electrical installations and lighting; ground works; cleaning and infection control. 	X	
<ul style="list-style-type: none"> Knowledge of Health & Safety legislation 	X	
<ul style="list-style-type: none"> Experience of/training in basic administrative skills, particularly record keeping 	X	
<ul style="list-style-type: none"> Previous experience of a school environment 		X
<ul style="list-style-type: none"> Previous experience of a special needs environment 		X
Physical Abilities		
<ul style="list-style-type: none"> Confident working at heights, with appropriate equipment 	X	
<ul style="list-style-type: none"> Able to carry out manual handling duties commensurate with the role and to operate powered machinery 	X	



Castle School

Policy Statement on the Recruitment of Ex-offenders

In accordance with the Disclosure and Barring Service Code of Practice, this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>.

- As an organisation which uses the Disclosure and Barring service, the Governing Body of the School complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure based on conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), which requires you to disclose convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020). Guidance on the filtering of 'protected' cautions and convictions which do not need to be disclosed by a job applicant can be found at [Ministry of Justice](#). A DBS check will therefore be carried out before appointment to any job at the School is confirmed. This will include details of convictions and cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the School who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Having a criminal record will not necessarily bar you from working at the School. This will depend on the nature of the position and the circumstances and background of your offences.