



Charles Darwin Academy Trust t/a

Biggin Hill Primary School, Old Tye Avenue, Biggin Hill, TN16 3LY

JOB DESCRIPTION

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| Post Title : Caretaker | Grade : Grade 5 Point 6 £22,144 |
| Start Date - 24th July 2023 | Hours 07.00 - 10.00 am followed by 15.15 pm - 18.15 pm |
| Reports to : Headteacher/School Business Manager | |
| Main Purpose: To assist the Headteacher/School Business Manager in ensuring the effective management, organisation and supervision of all matters relating to, and all staff involved with the school's premises, providing a clean and safe environment for users of the buildings and grounds. | |
| Summary of Responsibilities and Duties: Organisation <ul style="list-style-type: none">• Maintain the schedule of premises identifying those areas that do not meet the standard required.• Ensure physical security of premises, to include the main alarm system, locks, CCTV and other systems are checked and functioning correctly.• Monitor and inspect premises, identifying areas that require attention to include cleaning and maintenance defects.• Ensure there are always sufficient supplies of salt and other commodities and ensure that plant and equipment is efficiently managed.• Ensure regular fire alarm testing and fire safety practices and procedures are carried out in accordance with the school policy.• Supervise the arrangements for out of hours activities and use of premises.• Supervise and arrange all portage to include the moving of equipment, furniture, the setting up and reinstatement of all areas.• Supervise and maintain appropriate cleaning standards in school.• Carry out or make arrangements for minor repairs.• Ensure the safe receipt, storage and distribution of deliveries.• Carry out reactive and preventative maintenance, where practical. This may include but is not limited to; clearing gutters, minor plumbing jobs; fixing lights.• Responsible for some statutory testing at the direction of the Head Teacher. This might include, but is not limited to the following: | |

Monthly water temperature testing
Collecting water samples in line with schools Legionella Management Programme
Weekly fire test
Monthly emergency lighting test
Responsible for ensuring the school is kept at an ambient temperature by monitoring weather forecasts and controlling heating and ventilation as appropriate.

Administration

Maintain appropriate records and information systems.

Resources

- Ensure security, certification and safe storage of deliveries to school.
- Operate relevant equipment, e.g. fire equipment and heating plant.
- Responsible for security of valuable equipment and premises.

RESPONSIBILITIES

- Ensure the security of and access to the premises at all times.
- Monitor internal and external contract cleaning and maintenance of grounds against contractual specifications, ensuring appropriate action is taken where standards are not being met.
- Responsible for the overall standards of cleanliness and maintenance of the grounds, site and premise.
- Responsible for the supervision and deployment of any directly employed staff.
- Make an effective contribution to a programme of replacement of general furniture and equipment.
- Place orders in relation to materials required and maintain appropriate stocks and supplies.
- responsible for carrying out periodic fire drills, and checks of the systems applicable in accordance with the schools policy.
- Required to attend pre-booked lettings in accordance with schools practices and procedures.
- As a registered keyholder, be required to attend emergency call outs out of normal school hours.
- Attend meetings and participate in training as required.
- Ensure classrooms are painted and overhauled on a regular rotating basis.

CONTACTS AND RELATIONSHIPS

Provide to customers/clients/stakeholders the specified standard and level of service that is expected, noting and passing of any shortfalls or potential improvements.

EQUALITIES and SAFEGUARDING

Be mindful and fully embrace the Trust's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery. Charles Darwin Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment for post is subject to a satisfactory Enhanced Disclosure and Barring Service check as well as medical clearance and references. We aim to build and sustain a diverse and inclusive community where all individuals are appreciated and respected.

APPLICATIONS

We look forward to receiving your application. Please apply online using the attached LB Bromley application form, Job Description and Person Specification and explain why you would particularly suit the position. Please note that we cannot accept CVs and that references will normally be taken up before the interview.

Application should be emailed to : j.burton@bigginhillps.com

Should you have any questions, please contact Julie Burton, School Business Manager on 01959 575846 x 3

Interviews will take place in the week commencing 19th June 2023

PERSON SPECIFICATION

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| Skills and Abilities Ability to use relevant equipment, materials and chemicals. Competent in the use of google suite or similar software as a primary means of communication and report/recording. Health and Safety including use of chemicals COSHH, Manual Handling, Fire Safety, including drills, use of equipment practices and procedures. Use of ladders, lifting, cleaning etc. Understanding of and compliance with child protection procedures and lone working. Be able to work as both part of a team and as a lone worker. Be self motivated. Driving licence and access to the use of your own vehicle would be desirable. | |
| KNOWLEDGE General knowledge of DIY and unskilled maintenance Knowledge of industrial cleaning and use of appropriate equipment, chemicals and materials. Ability to supervise and train directly employed staff. Ability to communicate with a wide range of people. Knowledge and understanding of the security and tenure of premises. | |
| Essential Skills and abilities: Experience of monitoring and liaising with contractors and suppliers. Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by the School cleaning staff. | |