

# Willowpark and Woodlands Primary Academies

## Dual Site Caretaker Vacancy SCP 12-17

(£21,589 - £23,836 – 36.66 hours p/w, full year)



Please read the full job description below for the post of Dual Site Caretaker.

Please note that the successful applicant will be required to undertake an enhanced Criminal Record Check via the DBS.

Both Willowpark and Woodlands Primary Academies are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Proud members of



Willowpark Primary Academy   Willowpark Primary Academy   Woodlands Primary Academy

## **Dual Role Caretaker**

### **for Woodlands and Willowpark Primary Academies**

**Required as soon as possible**

Dear Colleague

Thank you for expressing an interest in this post.

At Willowpark and Woodlands Academies we have some wonderful children, committed staff and a community that deserves the very best from their local primary academies. Since converting to become Academies and joining South Pennine Academies the schools has undergone a transformation which has resulted in much improved provision and outcomes for learners. Our children work hard, behave well and have great attitudes to learning. Parents have a very positive relationship with our schools and are keen to support everything we do. Our staff are a great team and are enthusiastic and determined to provide the absolute best education for the children in our care. There is a real team spirit at both Willowpark and Woodlands, in a nutshell, they a great place to work and learn!

We are looking for a Dual Role Caretaker to work between our two academies with special qualities, who will benefit from this strong partnership.

If you are the person we are looking for you will be:

- Committed to raising standards by being passionate about their working environment and ensuring a safe, clean and happy place for children to learn.
- Willing to be fully involved in the life of the school.
- Excellent at building good working relationships with children, parents, staff and governors.



Willowpark and Woodlands Primary Academies are proud members of South Pennine Academies. The Trust helps us to provide the very best education for our young people through challenge and tailored support.



The Trust recognises and encourages each academy's unique characteristics and ethos, reinforcing their individual identities within their respective communities. Working within a multi academy trust allows school to school support to flourish.

South Pennine Academies provides exceptional opportunities for career training and support within the family of 7 Primary Academies in the trust. The vision and key priorities of the Trust are outlined below:

## Vision

- To develop a group of closely partnered academies
- To ensure all academies are world class Centre of Excellence for Teaching and Learning
- To ensure the Trust plays a pivotal role in improving the life chances of students
- To develop local solutions and partnerships to meet local needs
- To promote school improvement with inclusion and diversity at its core.

## Key Priorities

- Strong and Effective Leadership
- High Performing Staff
- Successful Students
- Engaged Community

Please have a look at what our Academies have to offer at:

Woodlands Website: [www.woodlandsprimaryacademy.org](http://www.woodlandsprimaryacademy.org)

Facebook: 'Woodlands primary academy Oldham'

Twitter: @woodlandspriac

Willowpark Website: [www.willowparkacademy.org](http://www.willowparkacademy.org)

Facebook: 'Willowpark Primary Academy'

Twitter: @WillowparkAc

South Pennine Academies: [www.southpennineacademies.org](http://www.southpennineacademies.org)

If you think that you are still right for the job and would like to join our team, then we look forward to receiving your application. If you wish to discuss the job in more detail, then please do not hesitate to contact Julie Nash– Business Manager [jnash@woodlandsprimaryacademy.org](mailto:jnash@woodlandsprimaryacademy.org)

To apply for this post, please download/complete the application form from the TES website as follows:

[www.tes.com](http://www.tes.com) search for Dual Role Caretaker, Oldham

Closing date for applications: Monday, 8<sup>th</sup> June 2020 at 4.00 pm

I look forward to receiving your application and hopefully working with you in the future.

Regards



Alison Black (Executive Principal)



## JOB DESCRIPTION

### Dual Site Caretaker SCP 12-17

(£21,589 - £23,836 – 36.66 hours p/w, full year)

Split Shift pattern 06:00 – 10:15 am and 14:45 to 18:03 pm

#### **Purpose of the post**

To be responsible for the supervision of all the site maintenance and services at Woodlands and Willowpark Primary Academies, including the site cleaning staff and external contractors, in order to maintain a healthy and safe environment for students, staff and other users of the premises.

To report any defects and issues to your line manager and positively interact with colleagues, parents and children, in accordance with the ethos of our academies.

#### **Key areas**

1. Customer Care
2. Security and Building Operation
3. Defect Repair
4. Contract Control
5. Cleaning Work
6. Waste / Pest Control
7. Handling Goods and Equipment
8. Administration
9. Health and Safety
10. Fire and Evacuation
11. Supervision
12. Letting
13. General

#### **DUTIES AND RESPONSIBILITIES**

##### **1. Customer Care**

- 1.1 Acting as a responsible adult role model for pupils and being a positive influence with regards to behaviour and attitude.
- 1.2 Being a positive member of the academies staff maintaining good relationships with building users and other members of the academy community.
- 1.3 Ensure that all enquiries and visitors to the premises are dealt with in a prompt, courteous and efficient manner as required under the Academy standards, recognising the wide range of diverse needs and expectations.

- 1.4 Interacting with building users to understand their requirements and advise them on the best way to ensure that they are met.
- 1.5 Presents a positive image of themselves and the Trust by ensuring that customers receive a courteous and professional service to meet their needs. This includes explaining when things are not possible, giving reasons and suggesting alternatives.
- 1.6 Responsible for the security of the site including ensuring that unidentified or unexpected people / visitors to the academies or in the buildings, are appropriately challenged to ensure that there are no potential child protection issues or security risks, reporting concerns and liaising with other agencies as appropriate.
- 1.7 Responsible for ensuring that contractors on site work in an appropriate manner in compliance with Trust's policies and health and safety regulations to maintain the health and safety of pupils, building users and visitors.

## **2. Security & Buildings Operation**

- 2.1 Opening and closing premises, facilities and grounds to meet the routine and non-routine requirements of the building's occupants.
- 2.2 Carry out security procedures for buildings, facilities and grounds; i.e. security inspections (lock/unlock doors, activate/deactivate automated alarm equipment), identifying repairs, identifying suspicious occurrences and liaising with police and Authority officers accordingly.
- 2.3 Operating the heating plant so that adequate temperatures are maintained in the premises (subject to the degree of control in the academy) and that a supply of hot water is provided within the statutory temperature range.
- 2.4 Carry out routine specified operating procedures/ inspections and testing on ancillary equipment or facilities and grounds e.g. security /fire alarms, emergency lighting, sewage pumps, air conditioning units etc.
- 2.5 Carry out activities to ensure that reasonable access is possible in times of inclement weather, e.g. gritting, snow clearance. Both manually and using onsite equipment such as snow plough (training provided).
- 2.6 To attend call outs as required.
- 2.7 Grounds maintenance activities (as appropriate to training and equipment) for example litter picking and weed-killing and planting.
- 2.8 Patrol the grounds and deal with building issues that may arise.

## **3. Defect Repair**

- 3.1 Identifying and collating defects and repairs that require attention and initiating action for their rectification for example graffiti removal; following consultation with their manager and/or working within the agreed budgetary and operational procedures in the academy.



- 3.2 Carry out “first aid” emergency repairs to ensure building security and safety as the need arises.
- 3.3 Within his / her competence, carrying out an individually specified range of repairs and general handyman duties or liaising with maintenance staff at partner academies to ensure repairs are completed.

#### **4. Contract Control**

- 4.1 On behalf of the Principal or Business Manager ensure the contractors work is undertaken in accordance with the contractual obligations and comply with health and safety requirements.
- 4.2 On behalf of the Principal, act as a liaison point to monitor the progress of defect rectification work with contractors to ensure that defects are repaired promptly within agreed timescales
- 4.3.1 Immediately informing the cleaning contractor of the absence of a cleaner or of any problems with cleaning standards, staff, equipment, materials and methods.
- 4.3.2 Redirecting cleaning staff in the event of absences, obtaining approval from the business manager if overtime is required.
- 4.3.3 Advising the Business Manager if it has not been possible to reorganise cleaning arrangements or to redirect staff to enable arrangements to be made to provide relief staff.

#### **5. Cleaning Work**

- 5.1 Perform occasional non routine cleaning tasks as and when required e.g. window blinds, shampoo carpets, internal windows or outer walls, internal and external surfaces of outer doors and partitions in entrance areas.
- 5.2 Organise any cleaning that could not be foreseen and planned on a routine basis by using cleaning personnel within the terms of the contract. Approval to be sought from the Business Manager.
- 5.3 Responsible for stripping, sealing and polishing floor surfaces to meet the building requirements.
- 5.4 Ensure that all footpaths are free from weeds (with or without the use of chemicals).
- 5.5 Ensure ground drain gullies, toilets and sink outlets remain free flowing and clean. Ensure that Litter picking is done on a daily basis.
- 5.6 In the event of snow, frost or minor flooding or similar emergency situations ensure access to at least one entrance to the academy and entrance to the kitchen is provided.

#### **6. Waste/Pest Control**

- 6.1 Dispose of rubbish and ensure unimpeded access for refuse collectors to enable bins and containers to be emptied without hazard or hindrance.

- 6.2 Ensure that overnight, the building is clear of all collected rubbish.
- 6.3 Report all evidence of vermin/pests immediately to the Business Manager.
- 6.4 Ensure that all external litterbins are emptied when required.
- 6.5 Ensure the site is litter free, as far as is reasonable practicable, using appropriate machinery subject to relevant training.
- 6.6 Responsibility for the collection and storage of yellow bagged clinical waste to a designated safe area and arrange for disposal through the authorised academy representative.

## **7. Handling Goods/Equipment**

- 7.1 To be responsible for ensuring that adequate supplies of fuel and cleaning materials are available. To order following academy procedures, receive and where relevant, store, fuel supplies, cleaning materials and cleaning equipment, within a delegated budget.
- 7.2 Porterage duties including satisfactory receipt distribution, collection and dispatch of goods to and from the school. Organising and participating in the movement of furniture, crates and containers, e.g preparing halls for exams, assemblies or events.

## **8. Administration**

- 8.1 Ensure own timesheets are filled in correctly and pass to authorised signatory to arrange payment.
- 8.2 To report the need for repairs and replacement of cleaning equipment to the cleaning contractor.
- 8.3 Report breakdowns of boiler plant to the Business Manager.
- 8.4 To inform their manager of any repairs that are required.
- 8.5 To maintain required stock records and carry out stock taking from time to time in accordance with Academy procedures.
- 8.6 To have responsibility for compliancy checks and records with respect to:
  - Cleaning contract records
  - Accident reporting
  - COSHH information sheets
  - Defect register
  - Machinery maintenance and operating logs
  - Energy conservation logs
  - Fire equipment logs
  - Risk assessments
  - PAT Testing
  - Asbestos registers
  - Emergency Lighting / Fire Door Inspections / Fire Call Points
  - Other records as specifically directed by his / her line manager.

- 8.7 Setting up and maintaining routines to manage processes. Using Academies IT software to record and manage routines.

## **9 Health & Safety**

- 9.1 Take reasonable care of the health and safety of self, other persons and resources whilst at work. Co-operate with management as far as is necessary to enable the responsibilities placed upon the Academy under the Health and Safety at Work Act to be performed, e.g operate safe working practises.
- 9.2 To monitor the Health and Safety of the site using IT equipment and software to record daily, weekly and monthly checks.
- 9.3 Ensure equipment used by caretaking staff is validated and is in a safe and working condition and support the cleaning staff to undertake the same responsibility.
- 9.4 To provide access to the academy's first aid facilities, equipment and telephone.
- 9.5 To ensure that employees of the contractor comply with PUWER / COSHH regulations.
- 9.6 To monitor all relevant Health and Safety Standards aspects within the building as may apply under Health and Safety Legislation.
- 9.7 To identify during the course of normal duties departures from maintained standards and report where necessary.

## **10. Fire and Evacuation**

- 10.1 To ensure that the buildings fixed fire appliances are fitted, accessible and have not been damaged and that safety measures/fittings are not being misused: liaising with fire officers to rectify any deficiencies.
- 10.2 Test fire alarms in accordance with the academy procedures.
- 10.3 To comply with the building emergency procedures with respect to invacuation, evacuation, fire etc.

## **11. Supervision**

- 11.1 To have concern for all aspects of the cleaning staff welfare and to provide guidance and support. To seek guidance if necessary on matters unable to resolve.
- 11.2 Supervise and monitor the standards of work undertaken by cleaning staff and take appropriate action (including accessing suitable training), where necessary.
- 11.3 On a day to day basis organise cleaners to other areas of work resulting from: Unacceptable standards, events/functions which require urgent cleaning and unforeseen occurrences i.e. flood, responding to requests from location manager etc.
- 11.4 Responsible for the maintenance of on site and call out cover. Respond to call outs in line with agreement with Business Manager.

## **12. Lettings**

- 12.1 To undertake any lettings previously agreed with the Academy Business Manager



### 13. **General**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's and Academy's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

You can find more information about our Safeguarding policy on our website. Please visit: [www.woodlandsprimaryacademy.org/willowparkacademy.org](http://www.woodlandsprimaryacademy.org/willowparkacademy.org)

- 13.1 Carry out your duties with due regard to current and future Trust and Academy policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through Academy communications.

**Please note this role is subject to an Enhanced DBS Certificate (Disclosure and Barring Service)**

**Responsible to:** Academy Business Manager

**Responsible for:** None

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**Willowpark and Woodlands Primary Academies**

**EMPLOYEE SPECIFICATION**

**JOB TITLE: Dual Site Caretaker**

**GRADE: SCP 12-17**

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Previous experience of caretaking, or a job which includes similar duties.	Application Form/ Selection Process	A
		1.2	IOSH Certificate	Application Form/ Selection Process	A
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	Manual Handling training.	Application Form/ Selection Process/ Certificates	B
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1	Understanding of P.U.W.E.R. and C.O.S.H.H.	Application Form/ Selection Process	A
		3.2	Knowledge of effective caretaking and cleaning practices and procedures.	Application form/ Selection Process	A
		3.3	Familiarity with heating boiler operation and safety.	Selection Process	A
		3.4	Knowledge of and commitment to the Trust's Equality and Diversity Policy and how it relates to the duties of the job.	Selection Process	A
		3.5	Knowledge of health and safety working practices.	Selection Process	A
		3.6	Knowledge and qualifications to conduct all health and safety compliancy checks	Application form/ Selection Process	A

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	<b>SKILLS AND ABILITIES</b>	4.1	Practical skills and ability to carry out basic repairs/maintenance.	Selection Process	A
		4.2	Ability to work effectively as both part of a team and as an individual.	Selection Process	A
		4.3	Literacy skills sufficient to be able to complete basic paperwork (eg wage sheets, order forms etc).	Selection Process	A
		4.4	IT skills sufficient to use software systems on iPad/laptop in order to complete H&S checks.	Selection Process	A
		4.5	Ability to communicate effectively with staff and members of the public.	Application Form/ Selection Process	A
		4.6	Ability to prioritise work.	Application Form/ Selection Process	A
		4.7	Ability to supervise a team including allocation of work and performance management.	Application Form/ Selection Process	A
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Ability to work split shifts and occasional evenings.	Selection Process	A
		5.2	Ability to move heavy furniture, equipment etc.	Selection Process	A
		5.3	Ability to attend out of hour's alarm call-outs.	Selection Process	A
		5.4	Commitment to undertake continued training and development.	Selection Process	A
		5.5	Acts as a responsible adult role model to the academy community.	Application Form/ Selection Process	A

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## **Please note this role is subject to an Enhanced DBS Certificate**

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.