

## Trust Caretaker

Pay Scale: **Band 4 Scale Point 6 £19,698**

Contract: **37 hours per week**

Hours of Work: **Split Shifts (including school holidays)**

Required from **as soon as possible**

We are looking to appoint a proactive and flexible Trust Caretaker to support Lingfield Education Trust in its vision to be outstanding in educating the whole child. This is an exciting opportunity to join the central team and contribute to the growth and success of the Trust.

The Trust currently consists of a family of 8 highly successful schools across Darlington, North Yorkshire and Tees Valley. We have a distinctive ethos to support all children educationally, socially and practically, to achieve their highest potential in school and life. We are determined to become the Trust that makes the biggest difference to the whole child, all our staff, and the local community.

The role of Trust caretaker will be to support across the schools within the trust to cover school caretakers during period of leave and to support schools during busy maintenance periods. It is therefore essential you are able to travel by car between schools. We need someone with high standards who loves to fix, clean, build, unblock, paint, mow, weed and take genuine ownership and pride in our school estate. In return, we can promise a school trust full of amazing children, a genuine staff team and a well-resourced environment.

This position is whole time i.e. - employees who must work all year round (52 weeks per year), including during school closure periods. These employees will have a leave entitlement of 31 days which must be taken when the schools are closed.

**An application pack can be downloaded from our website [www.lingfieldeducationtrust.com](http://www.lingfieldeducationtrust.com) or contact HR at [hrsupport@lingfieldeducationtrust.com](mailto:hrsupport@lingfieldeducationtrust.com). Applications must be returned to [hrsupport@lingfieldeducationtrust.com](mailto:hrsupport@lingfieldeducationtrust.com). We cannot accept CVs for this role.**

**Closing Date: 10am Monday 28<sup>th</sup> March 2022**

**Interview Date: Friday 1<sup>st</sup> April 2022**

Lingfield Education Trust are fully committed to the safeguarding of all children and all applicants will be required to undergo safer recruitment checks. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service) and pre-employment checks will be undertaken before an appointment is confirmed.

The Trust reserves the right to require you to work at any of the trust schools depending on the needs of the business.

**POST TITLE :** Trust Caretaker  
**REPORTS TO:** Director of Operations  
**GRADE :** Scale Point 6

**JOB PURPOSE :** To ensure a high standard of accommodation for the children and staff across the trust, through ensuring safety checks, cleaning and maintenance are completed. Providing effective cover for school caretakers during periods of leave.

## **MAIN DUTIES/RESPONSIBILITIES**

### **Professional Duties**

**Post holders working to this job description may undertake any of the following main duties and responsibilities (but not necessarily all of them).**

1. Carry out minor maintenance repairs / handyman duties in school buildings and to school equipment as instructed, for example; changing fuses, minor boiler repairs (in line with training provided), removal of graffiti both inside and outside of building, replacing missing screws, oiling doors, replacing door handles, maintenance and replacement of light bulbs, repairing and preparing paintwork, boarding broken windows, unblocking drains, guttering, grates and school toilets, replacement of broken locks / bolts, removal of rubbish and debris – excluding contractor debris, repairing school furniture as required, erection of shelving, notice / display boards, hanging of pictures (please note that this list contains examples only and is not exhaustive).
2. Carry out cleaning duties as required during the operational hours of the day including checking to ensure school grounds are clear of litter and other harmful materials (hypodermic needles, glass, toxic chemical bottles, animal foul).
3. Conduct and record regular testing of alarms in school building(s) including Fire Alarms and Security Alarms.
4. Ensure that all fire and safety equipment is regularly maintained and that unrestricted access is available to this equipment and to all fire exits.
5. Maintenance of outside areas of the school grounds including ensuring that all areas are clear of tripping and falling hazards and where evident offending items are removed or protected in line with health and safety standards. This may include the trimming of overhanging branches / trees that may cause potential problems for service users, replacement of outside lighting, and replacement of cracked paving stones.
6. Ensure that school walkways and designated play areas are clear of snow and icy patches in poor weather.
7. Advise contractors on site of school health and safety procedures when carrying out work.
8. Undertake and update energy efficiency records in line with the school policy and procedure (including water, electricity and gas as appropriate).
9. Maintenance of the heating and water system as required including the reporting of major repairs to contractors / service providers as appropriate.

10. Ensure that buildings are heated to a satisfactory standard and adjust heating levels according to seasons and holiday periods.
11. Checking, safekeeping and ordering (where appropriate) of school supplies relating to building cleaning, maintenance and security items.
12. Service of any lettings organised by the school, including the setting out of any equipment and / or furniture as required by clients.
13. Responsibility for the security of the school building(s) and their contents including the opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems and fire alarms are activated accordingly.
14. Responsibility of 1st key holder for school and undertake associated call-out duties on behalf of the head teacher on a 24 hours basis. For example, initial response to fire and intruder alarms and take necessary emergency measures to ensure the school building(s) is / are secure.
15. Porterage of supplies and deliveries made to the school and the movement of large items around the school as directed by other school staff. Including, when necessary, co-ordination and control of onsite car parking for goods vehicle deliveries.
16. Work with and in co-operation with cleaning staff / contractors during school holidays to undertake 'deep' cleaning of school, for example varnishing / painting floors, cleaning windows.
17. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
18. To comply with wider Trust policies and procedures as well as Health and Safety policies, organisations statements and procedure, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

*These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the School may determine.*

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.**

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Please note that whilst the position is based at the trust office based at Corporation Road Primary however you will be required to work in all schools within the trust, the Trust reserves the right to direct its staff to work across the Trust family of schools, if required.

**THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.**

**Person Specification – Trust Caretaker**

| ESSENTIAL                             |              |  |                  | DESIRABLE    |   |                  |
|---------------------------------------|--------------|--|------------------|--------------|---|------------------|
|                                       | Criteria No. | ATTRIBUTE  | Stage Identified | Criteria No. | ATTRIBUTE   | Stage Identified |
| <b>Qualifications &amp; Education</b> |              |  |                  | D1           | To have served a full apprenticeship in electrical, building, mechanical or equivalent discipline or other recognised qualification | AF/I/R/C         |
| <b>Experience &amp; Knowledge</b>     | E1           | At least 1 years practical experience in building maintenance, heating, ventilating, electrical or similar work                          | AF/I/R           | D2           | Caretaking experience at a school setting and knowledge of school policies  | AF/I/R           |
|                                       | E2           | Experience in the application of Health and Safety legislation. Able to carry out health and safety checks and maintain relevant records | AF/I/R           | D3           | Experience of serving lettings  | AF/I/R           |
|                                       | E3           | Experience of cleaning and using general cleaning equipment  | AF/I/R           | D4           | Experience of contract / commercial cleaning  | AF/I/R           |
|                                       | E            | To be able to carry out general repairs without guidance   | AF/I/R           |              |   |                  |

|                             |     |   |         |  |  |  |
|-----------------------------|-----|---|---------|--|--|--|
| <b>Personal Attributes</b>  | E5  | A willingness to work outside of normal working hours (overtime payable). | AF/I/R  |  |  |  |
|                             | E6  | A willingness to attend relevant training.                                | AF/I/R  |  |  |  |
| <b>Special Requirements</b> | E7  | Able to travel with use of own car (mileage expenses payable)             | AF/I/R  |  |  |  |
|                             | E8  | Able to build good working relationships with people at all levels.       | AF,I,R, |  |  |  |
|                             | E9  | Flexible Friendly and Positive approach                                   | AF,I,R  |  |  |  |
|                             | E10 | Able to work independently and self-motivated.                            | AF,I,R  |  |  |  |
|                             | E11 | Commitment to safeguarding and welfare of children.                       | AF,I    |  |  |  |

|                        |                  |
|------------------------|------------------|
| Key – Stage identified |                  |
| AF                     | Application Form |
| C                      | Certificates     |
| I                      | Interview        |
| R                      | References       |
| D                      | DBS Disclosure   |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.