



St Gregory's Catholic School
Kent Catholic Schools' Partnership



Premises Maintenance Operative (School Caretaker)

Application Pack



St Gregory's Catholic School

Contents

Letter from the Executive Principal	2
Role Description	3
Application Process	3
Safer Recruitment	3
Job Description & Person Specification	4



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Letter from the Executive Principal

Dear Candidate,

Thank you for your interest in this exciting role within in our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

Mike Wilson

Executive Principal

St Gregory's Catholic School & St Simon Stock Catholic School



St Gregory's Catholic School Kent Catholic Schools' Partnership



Role Description

Kent Catholic Schools' Partnership wishes to appoint a Premises Maintenance Operative (School Caretaker) to provide general maintenance and site security to St Gregory's Catholic School, Tunbridge Wells, Kent. The school is part of the Kent Catholic Schools' Partnership multi-academy trust which comprises 24 schools in total. The post holder will be based at St Gregory's Catholic School Tunbridge Wells.

The Role:

We are seeking to appoint a Premises Maintenance Operative (School Caretaker) to join our site team. The main purpose of the role is to maintain the school site and the security of the premises. To ensure the Health & Safety of all students and staff by completing statutory maintenance checks and overseeing cleaning contractors. Previous experience of working in a school environment or within the building trade would be an advantage, although not essential for an outstanding candidate.

Benefits of working at St Gregory's:

- A supportive and caring working environment for staff and students
- Training opportunities are provided for all staff
- Access to our Fitness Suite
- Kent Rewards Scheme

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

Our Offer: We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.

Application Process

Please contact the school at HR@sgschool.org.uk to obtain an application form or download it from our website [here](#).

Application Deadline: 18th May, 2022. 5 PM

Interviews: Week of 23rd of May, 2022

If you wish to visit the school before applying or require any support with your application, please contact HR@sgschool.org.uk

Safer Recruitment

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Job Description & Person Specification

Job Title:	Premises Maintenance Operative (School Caretaker)
Salary:	KR5 (£19,723 - £20,893)
Hours:	Monday to Friday, 37 hours, 14:25 – 22:15
Line Manager:	Academy Site Manager

Purpose of Job:

A site maintenance role providing security, caretaking and general maintenance to the school, covering lettings and site staff absence. To ensure an efficient and effective site team.

Key duties and responsibilities:

To provide health and safety, safeguarding and maintenance support across the Site including:

- Maintaining the security of the site, attend to the opening and closing of the premises including those for lettings
- Attend to contractors and visitors that are on site, ensuring a safe environment is maintained and liaising with the site manager as appropriate
- Oversee cleaning contractors and liaising with cleaning supervisor.
- To act as an additional key holder and to respond to call-outs as necessary
- Carry out exterior security patrols when required
- To ensure that all areas within the school boundary, playground, toilets, paths, car park, etc. are kept clean and tidy and free from rubbish, litter and snow.
- To ensure safe disposal of rubbish and waste materials
- To clean soiled areas (emergency cleaning only)
- To replenish soap and toilet paper to all lavatories on the site as necessary
- Undertake day to day repairs of a minor nature, decorating as and when needed
- Service to maintain the 3G artificial grass pitch
- Change light bulbs, fuses, plugs, tap washers, etc. as necessary
- Note and report on matters affecting the health and safety of persons on the site
- Report defects in buildings, furniture, fittings and plant
- To carry out regular checks of emergency lights, fire alarm, fire doors, smoke detectors and heating units.
- Ensure appropriate measures are taken during adverse weather conditions
- Be responsible for distributing deliveries from Finance to appropriate areas
- Undertake any other associated and appropriate caretaking duties as required by the Area Facilities Manager/Area Business Manager/Academy Principal/ Executive Principal.
- Support lettings and willingness to cover holiday/sickness for later shift.
- Support the school in developing its Catholic and Christian ethos
- Actively engage in the staff review and development process
- Undertake all duties in a courteous professional manner and provide a welcoming environment to visitors and contractors
- This is a physically demanding role at times and requires good general fitness and mobility.



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This list outlines the key duties and responsibilities of the role within the Site Team however employees will be expected to comply with any reasonable request from the academy site manager to undertake work of a similar level that is not specified in this job description.

Job descriptions will be reviewed in consultation with the post holder, at least annually or whenever there may be a significant change to the role. Sign and date below to confirm that both parties have reviewed this job description and confirm that it reflects the current responsibilities expected of the post holder.

Subject Leader	Date	Post Holder	Date
	Click or tap to enter a date.		Click or tap to enter a date.

