



Applicant information Pack

CRANBROOK C OF E PRIMARY SCHOOL



JOB DESCRIPTION

Job Title: Senior Caretaker

Contract Type: Permanent, Part Time

Salary: KR4

Hours per week (and current timings where applicable): 26 hours per week. Hours subject to change seasonally and in response to needs of the school: 7.30am-12pm and 14.00-18.00 Monday and Friday, 7.30am-8.30am and 16.00-18.00 Tuesday to Thursday.

Responsible to: School Business Manager

Purpose of the Job:

Be responsible for the security, caretaking, cleaning, general maintenance needs of the premises

1. SECURITY

- Be responsible for keys and fobs as a master key holder at all times.
- Carrying out security procedures for school buildings and grounds.
- The routine and non-routine (by prior arrangement) opening and closing of school premises and grounds.
- As far as reasonably practicable, to monitor and secure the site and report any incidences to the Headteacher.
- Respond when school alarm system is set off and arrange for the system to be re-set.
- Monitor CCTV and contractors on site.

2. LIGHTING AND HEATING

- Regularly check and maintain all parts of the heating system as required with due regard to appropriate safety requirements. Ensure that required temperatures are maintained in school premises and that an adequate supply of hot water is available (in-line with Legionella requirements).
- Maintaining the boiler house and plant in a clean and tidy order and ensuring clear access to all service isolators (Gas, Electricity, Water).
- To record all meter readings for the school on a weekly basis.
- Ensuring that flammable materials are kept out of the boiler room and away from any heat sources.
- Replacing light bulbs/tubes when necessary and reporting any defects in the lighting or heating systems to the Business Manager immediately. NB Work at high level (eg in hall), must be carried out with a safe system of work. Any working at height to be scheduled and approved by the Business Manager.
- Maintain timers with regards to external lighting and heating controls.



3. MAINTENANCE

- To monitor and report any repair requirement to the Business Manager.
- To complete weekly, monthly and termly paperwork in relation to general site, ladder usage, emergency light testing, fire point testing.
- To carry out minor or temporary repairs as directed including plastering, decorating, woodwork and plumbing.
- Directing workmen or contractors to the location of repair / maintenance work.
- Ensuring contract cleaners are carrying out their tasks and covering for any absence, in general cleaning i.e. buffering wood floors, cleaning toilets, to maintain a tidy appearance.
- Ensuring grounds maintenance is completed and assist with any grounds clearance foliage/ivy cut back.

4. STOREKEEPING

- Taking delivery of stores, despatching goods and materials and safely storing them.
- Ensuring that caretaking and cleaning equipment used by the Caretaker is in safe working order and inform the School Business Manager of any defects.

5. EMERGENCIES

- Providing safe access to the school and classrooms where required in the event of snow, ice, minor flooding or similar emergencies. (Gritting where needed)
- Carrying out necessary procedures in the event of fire, flood, breaking and entering, accident or major damage. Caretakers are required to know the location of first-aid equipment and facilities.
- To undertake Fire Warden training including Fire Extinguishers.

6. MISCELLANEOUS

- Dealing with enquiries from teaching staff, students and pupils, parents, officers, workmen, contractors and members of the public as well as the emergency services (eg Police, Fire Brigade, etc) when required.
- Conveying post and parcels to and from the point of distribution.
- Arranging furniture in rooms where necessary.
- Ensuring that school clocks are wound and set to the correct time.
- Removal of weeds from paved and tarmac areas and removal of rubbish from all areas surrounding the school ensuring that all play areas are safe for pupils use. Minimising the dispersal of rubbish around the grounds by ensuring that litterbins are emptied when necessary.
- Maintaining the caretaker's storage room and cupboards in a clean and tidy condition.
- Using the caretakers cleaning materials in the prescribed manner, accepting responsibility for the equipment used and ensuring the safe usage and storage of such equipment and materials in accordance with the COSHH regulation currently in force.



- Signing in, signing out and completing any required paperwork.
- Carrying out any reasonable instructions of the Headteacher relating to the cleaning and maintenance of school premises.
- Ensuring that adequate quantities of toiletries including toilet rolls, toilet paper, liquid soap, are available.
- Distribute and replenish toiletries as required.
- Set up and set down of school stage for the Christmas nativity production.
- Assist in any Health & Safety audits or Compliance visits.

7. CARETAKER HEALTH & SAFETY AND GENERAL TRAINING

- To attend Health & Safety Training sessions / courses and keep informed of Health and Safety issues relating to the duties of the post. (Including but not limited to: Ladder safety, manual handling, fire safety, fire marshal, COSHH, Legionella and Asbestos)
- Caretaker is to be fully aware of, and work in line with the School's Health & Safety Policy, Keeping Children Safe in Education (Safeguarding) and Prevent (Safeguarding).
- Caretaker is to be fully aware of, and work in line with all of the School's Risk Assessments.



SAFEGUARDING STATEMENT

Cranbrook C of E Primary School is committed to ensuring the welfare and safety of all our children. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress and are confident about applying the/our safeguarding processes to avert and alleviate any such problems.

Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment.

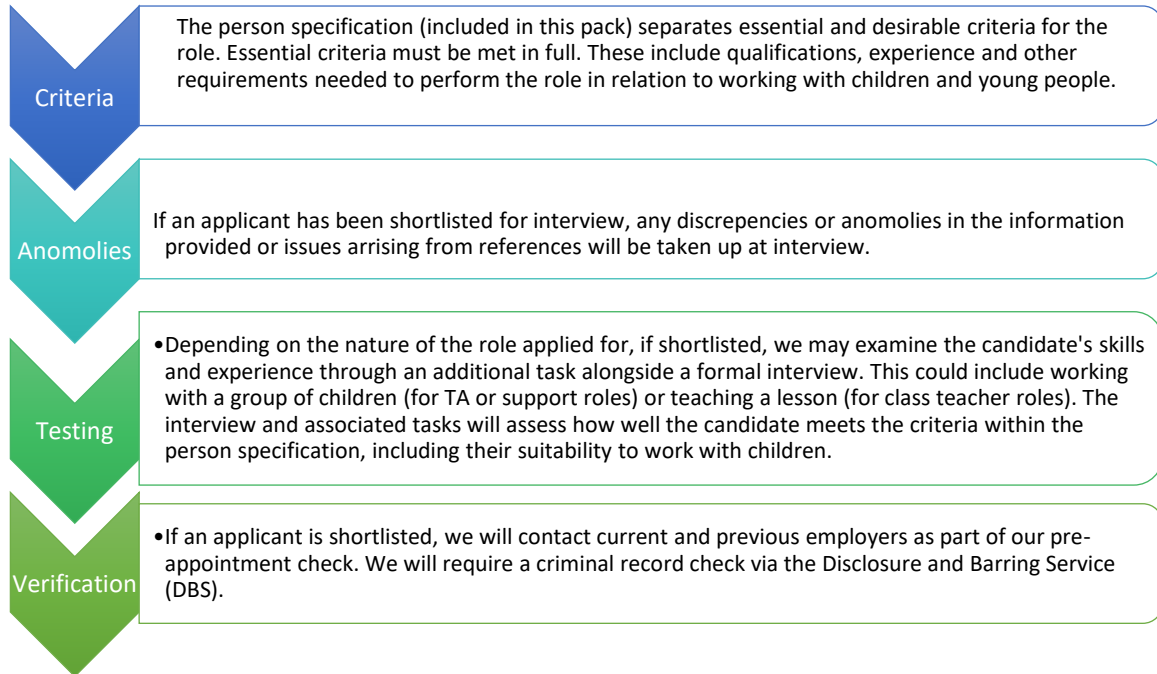
This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Safeguarding (Child Protection) Policy and procedures in place. Our safeguarding policy can be found on our website.

If a member of staff has concerns which relate to the actions or behaviour of another member of staff (which could suggest that s/he is unsuitable to work with children) then this will be reported to one of the Designated Child Protection Officer (DCOP) in confidence, who will refer the matter to the Headteacher (or the Chair of Governors if the concern relates to the Headteacher) who will consider what action to take.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

SELECTION PROCESS

As a school we are committed to safeguarding children and ensuring we recruit suitable staff to work in our school. Please see below for an outline of how we select and appoint staff to work in our school.



If you would like to apply for this role, please do so via the online application form at Kent Teach.

Please call the school office on 01580 713249 if you have any queries about this role or would like to visit the school.



REFERENCE PRO FORMA

Please note, references will be taken up prior to interview, if a candidate is shortlisted for the role. One referee should be from a candidate's current or most recent employer. Please see below for our reference pro-forma. References will only be accepted from employers using this template.

STRICTLY CONFIDENTIAL: REFERENCE REQUEST FORM

1. APPLICANT'S NAME AND POSITION APPLIED FOR

Applicant Name:

Post applied for:

2. APPLICANT DETAILS & POSITION WITH YOUR ORGANISATION

a) In what capacity did you employ the applicant?

b) Dates of the applicant's employment with you:

(MONTH/YEAR)

From

To

c) How long have you known the applicant?

d) In what capacity do you know the applicant?

e) Main duties and responsibilities of applicant's role with your organisation:

f) How would you assess the applicant's performance in their work with your organisation?

☐ Outstanding ☐ Good ☐ Satisfactory

☐ Requires improvement ☐ Very poor

Comment:

g) Please provide details of any areas needing improvement and any action taken or support provided:

h) Why did/does the applicant leave/wish to leave your organisation?

3. ABSENCE [NOT SICKNESS-RELATED: E.G. FOR PERSONAL MATTERS OR UNATTRIBUTED REASONS]

[The Equality Act 2010 prohibits prospective employers from asking about a candidate's health, sickness record or health-related matters prior to making an offer of employment]

Please give details of absences unrelated to sickness in the applicant's most recent two years of employment with you:

a) How many days of absence from work did they take in total?

DAYS / DETAILS

b) How many episodes of absence did they have?

PERIODS / DETAILS



4. SALARY & SERVICE

Most recent salary scale		Additional payments type	
Most recent scale point		Additional payments value	
Most recent gross annual salary		Length of continuous service	

5. SUITABILITY FOR THE POST APPLIED FOR [PLEASE REFER TO ATTACHED JOB DESCRIPTION IF SUPPLIED]

- Do you believe the applicant has the ability and is suitable to undertake the position applied for? ☐ Yes ☐ No
- Would you re-employ the applicant? (If No, please give reason briefly) ☐ Yes ☐ No

6. SAFEGUARDING, TRUST, CAPABILITY & DISCIPLINE [YOU HAVE A LEGAL DUTY TO ENSURE THAT ALL INFORMATION YOU PROVIDE IS COMPLETE & ACCURATE]

- a) Has the applicant ever been the subject of any child protection, safeguarding or welfare allegations, concerns or investigations? If Yes please give full details including outcomes, even if concerns were fully resolved. ☐ Yes ☐ No
- b) Do you know of, or have reasonable grounds to suspect, any reason why the applicant may not be suitable to work with children? If Yes, please provide details. ☐ Yes ☐ No
- c) Did the applicant hold any position of special trust or responsibility? If Yes, please give details. ☐ Yes ☐ No
- d) Has the applicant ever been the subject of any disciplinary or capability actions (including any which are "expired") or are they subject to any investigation or disciplinary process that is still current? If Yes please give details. ☐ Yes ☐ No

7. PERSONAL EVALUATION

	OUTSTANDING	GOOD	ADEQUATE	INADEQUATE	VERY POOR
Plans, structures and prioritises own work					
Learns from situations and past experience					
Able to work on own initiative					
Attention to detail					
Works hard to achieve objectives and goals					
Resilience under pressure					
Interaction and relationships with children					
Interaction and working relationships with other adults					
Ability to work as a member of a team					
Actively seeks solutions to problems independently					
Refers problems upwards when appropriate					
Seeks ideas for improvement					
Focuses on benefits to both self and others					
Professional and personal values, integrity & honesty					
Punctuality and commitment					



8. TEACHING POSTS ONLY	OUTSTANDING	GOOD	ADEQUATE	INADEQUATE	VERY POOR
Teaching ability (with reference to Teachers' Standards)					
Lesson planning & preparation					
Classroom & behaviour management					
Initiative and leadership					
Interest & willingness to undertake extra-curricular activities					
Subject leadership					

9. ADDITIONAL COMMENTS

10. DETAILS OF THE PERSON COMPLETING THE FORM

Name: _____ Position: _____

Organisation: _____ Tel No: _____

Signed: _____ Email: _____

Date: _____

Please return with organisational stamp/ headed paper. Use clearly marked continuation sheets if necessary.

Thank you very much for your prompt help and cooperation.