



Hartford Church of England High School

CARETAKER APPLICANT PACK May 2024





Introduction

We are delighted to welcome applications for the role of Caretaker at Hartford Church of England High School. Our school is a great place to work! We have brilliant students, talented and committed staff and supportive parents. Our most recent Ofsted inspection in June 2023, demonstrated that we are a good and improving school and our ambition is to make Hartford Church of England High School an outstanding place to learn and work.

We have spent the last year creating a new team across our Associate Staff body. Our Associate Staff are integral to the daily operation of Hartford Church of England High School and as such are recognised for the substantial contribution that they make. Continuous Professional Development is key to this, with colleagues being trained in areas of their interest, and alongside teaching colleagues within the school.

The role of Caretaker is to work within our busy Estates Department, ensuring the effective daily operation of the school. The Estates team work hard, support one another and are committed to the highest of outcomes for themselves, the students, the staff and the wider community.

Our HART values of Happy, Achieving, Ready, Together, based on a Christian foundation of Love (caritas) and Truth (veritas), epitomise what we expect from all our students and staff, but equally what we want to provide for them. In terms of staff, we want our staff to be happy, achieving greatness together, being prepared to support one another and ready for whatever the future holds, whilst importantly, working effectively together. All of this being based on core values of caring for one another, honesty and humility.

If you believe that you have the skills and attributes to be a Caretaker at Hartford Church of England High School, then we want to hear from you!

If you would like to know more about the role, speak to the Headteacher or visit the school, please contact us by email head@hartfordhigh.co.uk or telephone 01606786000.

We look forward to hearing from you and welcoming you to our school!

Rachel Pickerill
Headteacher



Further Details

Caretaker AAAE5001(a)

37 hours per week on a rolling shift pattern, 52 weeks per year.

Grade 4 SCP 4 - SCP6 £23,114 - £23,893

26 Days Holiday plus Bank Holidays

Closing Date: Monday 3rd June 2024

Interviews: Friday 7th June 2024

Start Date: 1st July 2024 or as soon as possible thereafter.

Applications are only accepted on completed school application forms and they should be sent to sara.morris@hartfordhigh.co.uk



Job Description

At Hartford Church of England High School, as a voluntary-aided maintained school, we follow the job descriptions as set out by the local authority. However, in practice, these job descriptions are a 'best fit' for the role.

In essence, the role of Caretaker here at Hartford Church of England High School in accordance with the job title Site Maintenance Officer (No staff)* AAAE5001A is:

1. Under the line management of the Estate Manager, carry out small repairs and DIY projects such as Painting and Decorating.
2. To carry out weekly checks to the radiators and hot water supplies to ensure they are working correctly. Report any issues to the Estate Manager.
3. To supervise contractors who are onsite to carry out repairs etc., who are not DBS checked.
4. To maintain the security of the school premises: Lock and unlock the premises as required. Check at the end of the day that all windows, doors and gates are locked, lights switched off, and electrical appliances are turned off. Set security alarm systems.
5. To regularly check the general school premises, furniture and fittings, and report any issues to the Estate Manager. Ensure a safe working and learning environment in accordance with relevant legislation, including carrying out PAT testing. Be First Aid trained to support medical incidents in school.
6. To carry out portage duties, such as moving furniture and equipment around the school. Set up and take down chairs and tables for events such as School Assemblies, Productions and Parent Evenings. Carry out daily cleaning, such as litter picking and disposal of waste. Carry out emergency cleaning duties, such as gritting and cleaning up spillages.
7. To monitor and report when supplies of cleaning products and other items used by the Estate Team are low to the Estate Manager.
8. To carry out post duties as required by the School.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

*The term 'no staff' means that the employee at Grade 4 is not responsible for any staff.

JOB TITLE	Site Maintenance Officer (no staff)* (Secondary School)	JOB REF NO	AAAE5001 (a)
------------------	--	-------------------	-------------------------

BASIC JOB PURPOSE

To be responsible for the security of the premises and its contents; including being the registered key holder.
 To ensure that the lighting and heating systems are in good working condition.
 To carry out cleaning of designated areas.
 To undertake minor repairs and portering duties.

MAIN RESPONSIBILITIES

1	Maintain the school building, including effecting repairs and improvements in order to fulfil the school's specific responsibilities.
2	Monitor and operate the engineering system (ie, heating, etc) and advise management of any faults in order to ensure the most economical use of fuel and water.
3	Discuss with and monitor the work of contractors engaged by school and C.B.S. to ensure specified standards are achieved.
4	Monitor, operate and maintain appropriate site security systems, including opening and closing the building at the beginning and end of the school day, lettings outside school hours and responding to call outs as necessary in order to provide satisfactory security arrangements.
5	Maintain and monitor Health and Safety standards, reporting any failures to comply with the school's statutory obligations in this area and ensure that contractor's work meets Health and Safety Regulations.
6	Carry out portering and cleaning duties (including the moving of heavy furniture) which will secure the most efficient use of resources.
7	Order supplies in order to maintain the necessary stock of appropriate resources. Receive delivery of supplies, furniture and parcels and ensure their correct distribution.
8	Carry out banking duties as required by the School.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

Person Specification

Post: **AAAE5001A Site Maintenance Office (No Staff)**

	Essential	Desirable	Evidence
Experience:	<ul style="list-style-type: none"> Competence in a variety of skills enabling him/her to carry out minor repairs including glazing, plumbing, joinery & decorating 	<ul style="list-style-type: none"> Previous experience in a school environment. 	<ul style="list-style-type: none"> Application References Interview
Qualifications:	<ul style="list-style-type: none"> GCSE standard literacy & numeracy 	<ul style="list-style-type: none"> Category D1 driving licence (minibus > 3.5t) First Aid Full UK driving licence 	<ul style="list-style-type: none"> Application References Certificates
Special Aptitudes:	<ul style="list-style-type: none"> Flexibility to work with a variety of staff and contractors Ability to work as a team member or as a lone worker. Flexibility to deal with unexpected demands and to cover for absent colleagues Trustworthy – responsible for security of the buildings Stamina – the school is on a split site and three stories high and the job involves manual handling Availability for some weekend and out of hours working (including alarm call-outs) 	<ul style="list-style-type: none"> Understanding of Health & Safety legislation (including COSHH) 	<ul style="list-style-type: none"> Application References Interview
Interpersonal Skills:	<ul style="list-style-type: none"> Good verbal and written communication Flexible, confident, friendly manner Ability to relate appropriately to both other adults and pupils 		<ul style="list-style-type: none"> Application References Interview