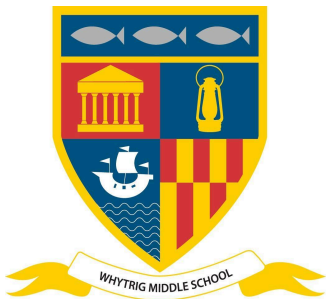




# CARETAKER / HANDYPERSON

## Part Time, Full Year, Permanent Job Advert



Small enough to care,  
big enough to deliver a positive impact



## **Seaton Valley High School & Whytrig Middle School**

Prospect Avenue  
Seaton Delaval  
Tyne and Wear  
NE25 0FW  
0191 237 1505

### **CARETAKER / HANDYPERSON**

Band 4, SCP 12 to 17, £26,403 to £28,142 (£16,055 to £17,113 pro rata)

Permanent, 22.5 hours per week

Full Year

**Small enough to care, big enough to make a positive impact**

This is an exciting opportunity to join our federation of three schools delivering a seamless education to 9-18 year olds throughout Seaton Valley in south-east Northumberland.

We are seeking a skilled Caretaker / Handyperson to join our hardworking premises team to ensure the smooth running of the schools. The role is part time, full year. The working days are Wednesday, Thursday and Friday, 7am to 3pm with a 30 minute lunch break, although this pattern may change from time to time to meet the operational needs of the schools. Our caretaking team also cover weekend Lettings on a rota basis, opening and closing the school for our community users. This is paid separately, and more information will be provided regarding this if you are invited for an interview.

You will have a background in maintenance, facilities or caretaking and be able to act quickly and prioritise a busy workload. This is a varied, challenging and interesting role, which will require flexibility and the ability to work very well within a team. You will need to be able to manage a daily workload of locking and securing all doors, windows and gates, activating and deactivating the alarm systems, maintenance checks, planned maintenance repairs and reactive maintenance, dealing with contractors on site, carrying out health and safety checks and completing the associated paperwork.

The successful candidate will need to have or complete a Pool Plant Operator certificate to complete the daily testing and maintenance of the swimming pool. This is a 3 day course, with follow up work based assignments. The federation will arrange this for the successful candidate.

Visits to our schools are also warmly welcomed and encouraged. Please contact Janet Das, Business Manager on 0191 2371505 to make an appointment.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

## **How To Apply**

Please visit [www.svf.org.uk/vacancies](http://www.svf.org.uk/vacancies) to apply for this post. Please read through all of the information on the role and click on the link to apply, this will take you to mynewterm, our application portal, where you will be able to complete an application form online.

Deadlines for applications is 9am on Wednesday 31st December

Please note that we do not accept CVs.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

# JOB DESCRIPTION

## NORTHUMBERLAND COUNTY COUNCIL JOB DESCRIPTION

<b>Post Title:</b> Caretaker/Handyperson	<b>Director/Service/Sector:</b> Schools	<b>Office Use</b>
<b>Band:</b> 4	<b>Workplace:</b> Seaton Valley High School and Whytrig Middle School	<b>JE ref:</b> S43 <b>HRMS ref:</b>
<b>Responsible to:</b> Business Manager - ICT and Infrastructure	<b>Date:</b> July 2015	<b>Manager Level:</b>

**Job Purpose:** To ensure the efficient cleaning, maintenance, safety and security of the school.

<b>Resources</b>	Staff	Cleaning staff
	Finance	Small repair budget.
	Physical	School grounds, buildings, plant infrastructure, furniture and facilities.
	Clients	All staff, pupils, parents, community users, suppliers and contractors.

### **Duties and key result areas:**

Responsible for carrying out such duties associated with the cleanliness, security and general maintenance of school buildings and grounds.

- Ensuring that all the school buildings and furnishings are cleaned in accordance with the Governors' requirements and arranging for the disposal of refuse.
- Taking delivery of stores, materials etc. and storing them securely, arranging for the goods to be transported wherever they may be needed within the school.
- Security of the school buildings when on duty.
- To organise and supervise the work of others (i.e. contractors and cleaners).
- To be responsible for the heating and lighting of the premises including necessary frost precautions and report system failures to the Business Manager. To ensure the satisfactory maintenance/repair of the boilers and associated equipment and that adequate stocks of fuel are maintained in the Boiler House.
- Where necessary report to the Business Manager those jobs which require the attention of outside contractors. To admit contractors' employees to the premises and direct them to their job location. To carry out minor permanent and/or temporary repairs (electrical, mechanical and structural) to buildings and equipment as required.
- Carrying out appropriate procedures in the event of fire, flood, breaking and entering, accident or major damage.
- To carry out regular inspection of ancillary equipment as directed by the Business Manager.
- To ensure that all hard play areas, paths and drives remain free from litter and that all drains and gullies are free flowing and clean.
- To clear pathways of snow and apply salt when required.
- To report to the Business Manager any trespass, theft or unauthorised parking of vehicles on the premises.
- When applicable to operate plant and equipment for the swimming pool including attention to water heating and treatment and cleaning as prescribed.
- Such other duties as may be determined from time to time within the general scope of the post; duties and responsibilities outside the general scope of the post will only be required with the general agreement of the post holder.
- Be prepared to co-operate in a programme of energy saving measures.
- Be prepared to attend any training courses, which would aid the future development of the post holder.
- To work effectively alongside Community Learning staff.
- Responsibility for ensuring effective Health and Safety for self and others when carrying out duties.
- Responsibility for overseeing and managing delegated budget a) redecorating b) repair and maintenance as directed by the Business Manager.

### **Support for the School**

- Comply with all school policies relating to:
  - Health and Safety
  - Equal Opportunities
  - Child Protection



- E-Safety
- Confidentiality and data protection.

2. Work in such a way as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Attend and participate in regular meetings.
5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to do the same

## PERSON SPECIFICATION

<b>Post Title:</b> Caretaker / Handyperson	<b>Schools:</b> Seaton Valley Federation	Ref: S43
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>• Numerate and Literature to GCSE D-E level or equivalent in English/Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety qualification</li> <li>• Qualification in relevant trade</li> </ul>	A, I
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Working with young people and/or the general public</li> <li>• Cleaning work</li> <li>• Managing own workload</li> <li>• Managing a small team</li> </ul>	<ul style="list-style-type: none"> <li>• Managing a large team</li> <li>• Use of relevant machinery and equipment</li> <li>• Managing a small plant</li> </ul>	A, R, I
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>• Positive, approachable “can do” attitude</li> <li>• Problem solving approach</li> <li>• Use of initiative</li> <li>• Excellent role model for young people</li> <li>• Diligent, honest and reliable</li> </ul>	To have knowledge of welfare issues To have experience of creating or using recording and monitoring systems	A, R, I
<b>Specialist Knowledge &amp; Skills</b>		
<ul style="list-style-type: none"> <li>• Use basic power tools and equipment to make repairs and improvements</li> <li>• DIY skills</li> <li>• Trained in at least one of Joinery, plumbing or electrical work</li> <li>• Conduct a risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Assess quality of others work, give feedback, support and advice</li> <li>• Revise suitable record keeping systems</li> <li>• Develop more efficient and cost effective ways of working</li> </ul>	A, R, I
<b>Other</b>		
<ul style="list-style-type: none"> <li>• Excellent record of attendance and punctuality</li> <li>• Understanding of role within safeguarding</li> <li>• To be positive about the need for innovation and change</li> <li>• Flexibility, imagination and resilience, reliability and integrity</li> <li>• A positive attitude to school</li> <li>• Self awareness</li> </ul>		