

MARICOURT CATHOLIC HIGH SCHOOL
[A Specialist Mathematics and Computing College]

Hall Lane, Maghull, Merseyside, L31 3DZ
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Maricourt Catholic High School is a
Co-Educational Comprehensive 11-18 Voluntary Aided School
1305 on roll (200 in Sixth Form)

**Caretaker – 36 hours per week full time commencing from April 2019 – initial hours
Monday - Friday 10.20 am - 6.00 pm inc. lunch**

NJC Local Gov't Pay Scale – Grade D – Pt 14-17
Salary - £17,681 - £18,672pa

We are looking for an enthusiastic and flexible person to join our school. Experience of school caretaking is not essential. However, maintenance skills would be beneficial. Main duties will include security and safety of the premises, building maintenance and maintenance of fixtures & furnishings within the school location.

The successful candidate will need to demonstrate commitment, display initiative, understand the importance, or have a working knowledge of health and safety and security and hygiene within a school setting.

Maricourt is committed to the safeguarding of its students. Enhanced due to the nature of the work, the post is exempt from the Rehabilitation of Offenders Act 1974 and the successful candidate must be able to obtain a satisfactory Enhanced Disclosure (via the Criminal Records Bureau) in order to be appointed to the post.

Job description and application form available on request to; Mrs S Clarke, School Business Manager, contact telephone number 0151 282 2101 or via our website: www.maricourt.net under vacancies.

Closing date for applications: 12pm on Wednesday 20th February 2019



MARICOURT CATHOLIC HIGH SCHOOL
JOB DESCRIPTION

Post: School Caretaker

Grade: NJC Local Govt Pay Scale – Grade D Pt 14-17 (JE A1631)

<u>Responsible To:</u>	Headteacher, Site Manager
<u>Responsible For:</u>	N/A

JOB PURPOSE

Under the direction of the Site Manager, the caretaker will be responsible for the security of the grounds, premises and contents (including the operation of the fire and burglar alarms and keyholder responsibilities) and lighting and heating of the premises. Porterage and handyperson duties; and other similar duties arising from the use of the premises are included.

Duties and Responsibilities

Security

- Opening and closing, unlocking and locking of school gates and buildings.
- Deactivate and activation of the school alarm system.
- Responding to, and resetting of, the school alarm, liaising with the police and security company.
- Register as main Key Holder and be the first point of contact in an emergency callout situation.
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends.

General

- Upkeep and general care of the school.
- Flexible working pattern to give cover where required between both school sites.
- Undertake the role of Fire Marshall.
- Undertake the role of a First Aider.
- Assisting with local area minibus driving details.
- Preparation of bins for weekly pickup.
- Ensuring that external rubbish is stored appropriately.
- Clear grounds, pick up litter and be responsible for the removal of all debris from

paths, tennis courts, grassed areas including sports field and pathways including walkway between both school sites., flowerbeds and all entrances.

- To empty internal communal rubbish collected by cleaners and deposit into outside bins.
- Carrying out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of an unskilled handyman.
- Carry out a schedule of painting works in non-term / term periods as directed by the Head Teacher and Site Manager.
- Drawing the attention of the Site Manager, to any repairs or maintenance work, which is beyond the competence and responsibility of caretaking staff.
- Directing workmen and contractors to the sites of repair and maintenance work and inspecting the work of contractors where there is a requirement to sign a satisfaction note.
- General porter duties and moving of furniture including setting the hall for assemblies and events directed by the Site Manger.
- Assisting teaching staff with simple tasks as requested.
- Checking damage/security every morning on arrival at the premises.
- Receive and check goods and supplies and take them to the appropriate place for storage.
- Ensure that all refuse is disposed of promptly and stored away from the main building.
- Routinely clean lamp shades and light diffusers (strip lights). Within safe working at height limitations as directed by policy.
- Ensure that clear passages are maintained on fire escape routes.
- Test fire alarms weekly. Maintain test register.
- Report any defects of building, furniture, fittings and equipment to the Site Manager.
- Grounds Maintenance, general tidying of flower beds, borders including low level hedge cutting.
- Regular check of roofs for pooling, debris, plant growth etc. Within safe working at height limitations as directed by policy.
- Keep all hard surfaces free of moss and weeds.
- Keep rain water drains and gutters clear.
- Make safe any hazards and ensure that any related areas in question are cordoned off.
- Keep paths, entrances free of ice and snow and grit where required to ensure the safety of children, parents, staff and visitors.

Energy Management

- Advise on and develop measures to prevent waste and reduce energy consumption in consultation with the appropriate person.
- The switching off of all lights and appropriate electric plug sockets and adhering to the schools energy policy.
- Ensure that all lights and heating systems are working effectively.

Management

- Notifying, monitoring and reporting any defects in the school buildings to the Site Manager.
- Meet regularly with the Site Manager re: Health and Safety issues and Building Maintenance.
- Monitor the work of contractors working on site.
- Monitoring and setting of heating controls and boilers.
- Be aware of the location of all stopcocks, gas and electricity meters.
- Ensure that the boiler house and outhouse area is tidy and that no flammable materials are stored within.
- Using appropriate PPE, replace, repair fluorescent tubes / lamps, starters in conjunction with Working at Height Regulations.

- Any other work requested by, and deemed appropriate by, the Head Teacher and Site Manager.

Note In addition to the above other duties at the same responsibility level may be interchanged with/added to this list at any time.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

Hours of Work

The working week will be up to 36 hours with a requirement to be on the school premises. Set working times may be subject to review if the business need of the school dictates and can be varied with appropriate notice being given to postholder. On certain adhoc occasions when meetings, building work, functions etc are held at the school the postholder may be required to work flexibly around the set working times.

Teaching Days

Monday - Friday 10.18 am - 6.00 pm (Lunch 30 minutes, unpaid) = 36 Hours total per week / 7 Hours 12 minutes per day.

Non-teaching Days

Monday - Friday 8.00 am - 3.42 pm (Lunch 30 minutes, unpaid).

Holidays: 25 Days + 2 Days Statutory Entitlement (Total 27).

Holidays: 30 Days + 2 Days Statutory Entitlement (Total 32) with 5 Years Local Authority continuous educational employment service.

PERSONNEL SPECIFICATION

QUALIFICATIONS/EXPERIENCE/SKILLS/QUALITIES

Essential or Desirable criteria	How Evidenced
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I – Interview
A- Application
R- Reference

Experience		
<ul style="list-style-type: none"> • Experience and practical knowledge of DIY 	E	I, A, R
<ul style="list-style-type: none"> • Practical knowledge of basic building maintenance 	E	A, R
<ul style="list-style-type: none"> • Experience of working in a school environment 	E	I, A,
<ul style="list-style-type: none"> • Knowledge of boiler systems 	D	I, A, R

Skills		
<ul style="list-style-type: none"> • Driving License 	E	A
<ul style="list-style-type: none"> • Able to work on own initiative with minimal supervision 	E	I, A, R
<ul style="list-style-type: none"> • Ability to carry out minor plumbing jobs 	D	A
<ul style="list-style-type: none"> • Ability to deliver under pressure, whilst maintaining positive working relationships. 	E	I R

Personal Qualities/Attributes		
<ul style="list-style-type: none"> • Flexible approach to working 	E	A,I
<ul style="list-style-type: none"> • Ability to relate and communicate effectively with others 	E	A, I, R
<ul style="list-style-type: none"> • Prepared to work a split shift 	E	A
<ul style="list-style-type: none"> • Honest and dependable 	E	A, I, R
<ul style="list-style-type: none"> • Enthusiastic outlook with a “can do” attitude 	E	I, R
<ul style="list-style-type: none"> • Ability to work as part of a team 	E	I, R
<ul style="list-style-type: none"> • Excellent attendance record 	E	I
<ul style="list-style-type: none"> • Commitment to supporting the ethos of the school 	E	A, I
<ul style="list-style-type: none"> • Satisfactory Enhanced Disclosure and Barring Services Check including the Barred List Check. Please note this post is exempt from the Rehabilitation of offenders Act 	E	A
<ul style="list-style-type: none"> • We are committed to safeguarding and promoting the welfare of children and young people therefore expect all staff and volunteers to share this commitment. 	E	A

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All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School

The post-holder will be expected to observe and promote the School's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely effects the environment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job

Prepared by:	Name	Mrs S Clarke
	Designation	School Business Manager
	Date	24 th January 2019