

Caretaker

The role

We have an exciting opportunity for a Caretaker to join our school. The successful candidate will be passionate in working with our children and families to make a difference for them to our children. We are looking to recruit a colleague with both the commitment and relevant skills to embody our culture, enthuse students, and help to raise standards throughout the school. The successful candidate will join the school at an exciting time. Having been judged as 'Good' by Ofsted in December 2021, we are eager to continue our school improvement journey – and we look forward to having you on this journey.

The successful candidate will:

Be able to carry out the basic job purposes of

- Maintain the security of the premises and its contents, including being a registered key holder.
- Ensure that the lighting and heating systems are in good working condition.
- Carry out cleaning of designated areas.
- Undertake minor repair and portorage duties.

As part Catholic School within the Diocese of Shrewsbury, there is an expectation that the successful candidate will embrace Catholic Life working to demonstrate Catholic Social Teaching in everything that we do.

Our School

The Catholic High School, Chester is an academy where we all strive for excellence. We have a real sense of community, and being part of the community is incredibly important to us. As part of our school improvement journey, we have clear plans to ensure that outcomes continue to improve. Our team approach is evident in everything that we do, and this has been a key factor in securing school improvement in recent years.

We firmly believe in the importance of all of our students achieving a Quality First Education, which in turn enables our students to believe that they can achieve whatever they want to with hard work, determination and self-motivation.

The role of Caretaker is a key support role to all areas of school life enabling all areas of the school to function smoothly and without disruption.

What we offer

You will be part of the school's support team, supporting the whole school to continue to maintain its high standards and enable students to get the best out of their time at school.

As part of The Catholic High School, Chester you will be open to opportunities to develop as an individual within the school through our Training Programme. The value of being part of our team should not be underestimated, joining The Catholic High School, Chester will mean that you will be part of a supportive and dedicated group of staff who will invest in your professional development. This is a fantastic opportunity to develop your abilities and knowledge whilst working in a supportive environment in conjunction with other very dedicated and professional staff.

The role is Permanent Role over 52 weeks a year, subject to a satisfactory probation period.

You will be asked to work alternative weekly shifts of 7am to 3pm and 1pm to 9pm (Monday to Thursday) 7am to 2.30pm or 1.30 to 9pm (Friday)

Pay – Grade 3 SCP 2 – 4 £22,954 - £23,114.

There may be potential for weekend working to cover lettings on a rota basis.

As a full-time member of school staff, you will have 26 days holiday a year plus public holidays rising to 31 days after 5 years of Local Government Service.

Commitment to support your professional development.

Opportunity to join the Cheshire Local Government Pension Scheme

For further information, please have a look at our website www.christofidelis.org.uk

Closing date: 3pm Friday 17th May

Interviews will take place week commencing 27th May

Further details and an application pack are available from the vacancies page on our website:

[Vacancies - The Chester Catholic High School \(christofidelis.org.uk\)](http://christofidelis.org.uk)

Applications should be returned via email or hard copies to: Andrew Kilcoyne, Business Manager
kilcoynea@christofidelis.org.uk

The Catholic High School, Chester is committed to safeguarding and promoting the welfare of all of our students, and expect all staff and volunteers to share this commitment. An enhanced DBS check applies to all roles.

THE CATHOLIC HIGH SCHOOL, CHESTER JOB DESCRIPTION

JOB TITLE	Caretaker (no staff)	JOB REF NO	AAAE5002A
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BASIC JOB PURPOSE

Maintain the security of the premises and its contents; including being a registered key holder.

Ensure that the lighting and heating systems are in good working condition.

Carry out cleaning of designated areas.

Undertake minor repair and portering duties.

MAIN RESPONSIBILITIES

NO	
1	Maintain the school building, including effecting minor repairs and improvements and general maintenance tasks to ensure that the school and site are maintained in satisfactory condition that meets required standards.
2	Monitor and operate the engineering systems (ie, heating, etc) and advise Line Manager of any faults in order to ensure the most economical use of fuel and water.
3	Liaise with contractors engaged by school and monitor their work (if directed by Line Manager) to ensure specified standards are achieved.
4	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 Health and Safety standards, reporting to Line Manager 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	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 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.	

THE CATHOLIC HIGH SCHOOL PERSON SPECIFICATION - CARETAKER

1 RESPONSIBILITY FOR PHYSICAL RESOURCES

Physical resource	Nature of responsibility of Job Holder	How often is the responsibility exercised?
Buildings	<ol style="list-style-type: none"> 1. A named key holder for the School; ensuring doors and windows are locked, alarms set, etc. 2. Undertaking/supervising School maintenance and refurbishment, cleaning, etc. 3. Utilities – ensures heating system is maintained and operational, monitors fuel consumption. 	<p><i>Daily</i></p> <p>Daily</p> <p>Weekly</p>
Tool and Equipment	<ol style="list-style-type: none"> 1. Uses power and hand tools to undertake repair work throughout the school. 2. Operation of powered cleaning machines, waste skips, etc. 	Daily
Furniture and Equipment	Room layouts for meetings, parents evenings, exams, lettings, etc.	Daily
Supplies and Stocks	Shared responsibility for maintaining the stock of toilet tissue, paper towels and photocopying paper; issues as required.	Daily

2 RESPONSIBILITY FOR IMPACT ON PEOPLE

Task/Duty	Who benefits?	How they benefit?
Ensuring that the School is fully operational at the start and end of day (eg, heating systems and toilets are working, etc).	Students and Staff; external organisations that use the facilities.	School facilities fully operational.
Carrying out minor repairs and cleaning of a designated area; calling out contractors for more serious repairs.	Students and Staff.	School facilities fully operational, clean and hygienic.
Setting up rooms and facilities for events and functions (eg, parents' evenings, school plays, any joint use facilities managed by Lettings Officer).	Students, parents, local community groups/ organisations that use the facilities.	Use of school facilities that are conducive to users' needs.
Operating and maintaining site security systems, including opening and closing the building.	Students, staff, visitors.	Safe, secure environment.
Monitors Health and Safety standards, reporting any failures to comply to Line Manager.	Students, staff, visitors, contractors.	Safe environment.

3 KNOWLEDGE

Type of knowledge	What knowledge is essential?	Why are these needed?	How is it normally acquired?
Literacy and Numeracy skills	Basic English and Maths.	<ul style="list-style-type: none"> ▪ To write simple reports for Line Manager, order stock, take messages. ▪ To make basic calculations when carrying out routine repairs of equipment. 	Secondary education.
Technical	<ul style="list-style-type: none"> ▪ Operation of cleaning equipment, power and hand tools. ▪ Site services and their location and isolation points. ▪ Building maintenance & cleaning skills. ▪ Breakdowns, faults and repairs. 	<ul style="list-style-type: none"> ▪ To carry repair and maintenance work. ▪ Safe operation of site. ▪ To clean and carry out repairs & maintenance. ▪ Safe operation of site. 	On-the-job training and experience.
Health and Safety	Understanding of Health and Safety legislation (including COSHH) and Council/School procedures.	Ensuring all cleaning and maintenance work on site is undertaken in a safe manner; ensuring contractors follow health and safety procedures.	On-the-job training and experience (including Caretakers course).
Financial Procedures	Cash handling procedures and guidelines.	Uses petty cash to purchase tools and equipment for repairs & bank school monies.	On-the-job training and experience.

4 INTERPERSONAL AND COMMUNICATION SKILLS ESSENTIAL FOR THE JOB

Skill	Used for?	With whom?
Oral and Written	<ul style="list-style-type: none"> ▪ Providing basic instructions on maintenance and repairs, etc required around the school; including health and safety standards, practices and procedures. ▪ Simple reports/memos on progress of contractors' work; recommendations on repairs/refurbishments needed to maintain the school environment at optimal efficiency. 	<ul style="list-style-type: none"> ▪ Assistant caretakers, cleaning staff, external Contractors. ▪ Line Manager
Persuasion/ Motivation - including tact/ Negotiation Skills.	<ul style="list-style-type: none"> • Receiving and giving instructions (some negotiation about priority maintenance work); obtaining information. • Encouraging persons to leave the building, change behaviour, etc. 	<ul style="list-style-type: none"> ▪ Staff, students, parents, governors, contractors, visitors ▪ Assistant caretakers ▪ Students and staff

5 PHYSICAL SKILLS ESSENTIAL FOR THE JOB

Physical skill	Used for?	Any precision/speed requirements?
Hand/eye co-ordination and dexterity.	<ul style="list-style-type: none"> • Operating cleaning equipment, hand- and power-tools for carrying out basic repairs and maintenance of buildings and equipment, etc. • Setting/operating security and fire alarm systems. 	<ul style="list-style-type: none"> • Precision more important than speed.

6 PHYSICAL DEMANDS

Physical Demand	Typical Duration	How often?	Other details (eg how heavy?)
Lifting and carrying - receipt and distribution of deliveries of parcels, materials, equipment and furniture throughout school.	Short bursts	Daily	Computers, desks, chairs, filing cabinets, boxes of books, photocopier paper, etc. - up to 50 kgs.
<p>Physical Effort:</p> <ul style="list-style-type: none"> ▪ operation of equipment (eg, "Billy goat" leaf collecting machine, etc); ▪ general repairs (eg, glazing, plumbing, joinery, painting, laying paving slabs, etc); ▪ cleaning maintenance (eg, drains, science lab sumps, etc); ▪ climbing ladders to access roofs, gutters, etc (for cleaning and general maintenance). <p>Stamina required – Job Holder on feet throughout working shift.</p>	<p>Up to 45 minutes</p> <p>Up to 4 hours</p> <p>Up to 2 hours</p> <p>Up to 1 hour</p>	<p>Daily</p> <p>Regularly</p> <p>Regularly</p> <p>Occasionally</p>	

7. MENTAL DEMANDS OF THE JOB

Nature of task	Mental Demand	Duration	Frequency
Operation of power- and hand-tools, industrial cleaning machines.	Sensory concentration.	Up to 2 hours	Daily
Use of potentially hazardous cleaning materials.	Sensory and mental concentration.	Up to 15 minutes	Frequently
Writing simple reports, calculating/measuring materials, cleaning materials, maintaining adequate stocks of supplies etc.	Mental concentration.	Up to 15 minutes	Regularly
Monitoring, operating and maintaining site security systems.	Awareness, alertness, attention to detail.	Ongoing	Daily
Monitoring of Health and Safety standards.	Awareness, alertness, attention to detail.	Ongoing	Daily

8. EMOTIONAL DEMANDS

Nature of the task being performed by Job Holder.	Behaviour/source of the emotional demand	Frequency (per day/wk/month)
Controlling/supervising School premises out of hours – eg, during lettings.	Angry/frustrated community groups who may be unhappy with facilities offered by School.	Occasional
Carrying out/supervising repairs to malicious damage on school premises.	Acts of vandalism, either by school students or trespassers.	Occasional