



We're looking for a
**Assistant
Caretaker**
to join our team!

Assistant Caretaker

Required September 2020

Grade 2 SCP 4 – 6

£18,426 - £19,171

(£8,814.16 - £9,170.53 ACTUAL)

20 Hours per week, Term Time Only + 10 Days

North East Learning Trust and Diamond Hall Junior Academy are seeking to appoint an inspiring and highly motivated Assistant Caretaker. The successful candidate will work in a team to maintain our school site and provide a welcoming and safe environment for the whole school community.

We can offer:

- A vibrant learning community with enthusiastic and engaging children.
- A positive and caring ethos.
- An excellent learning environment and resources.
- A team of hardworking, dedicated and friendly staff where everyone is valued.
- A supportive and effective governing body.
- A clear commitment to continuing professional development and an investment in future career development.

The successful candidate will:

- Have a clear vision and understanding of the needs of a school.
- A good building services skill set to meet the changing needs of the school.
- The ability to undertake moving and handling of physical objects, dynamically risk assessing the weight to ensure safe working practises.
- Be flexible in their approach and work well as part of the team.
- Support the wider aspects of school life.
- Have ideas and a good sense of humour.

Deadline: Friday 21st August 2020

Shortlisting will take place w/c 24th August 2020 with interviews taking place w/c 31st August 2020.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to karen.oliver@diamondhalljuniors.co.uk or by post to Karen Oliver, Diamond Hall Junior Academy, Well Street, Sunderland, SR4 6JF.

Job description

Post title:

Assistant Caretaker

Responsible to:

Caretaker

Job purpose:

To assist the caretaker with maintenance, security and facilities services across the whole school site. Duties will include routine testing, maintenance, handyperson activities, opening and securing the school as appropriate.

Assisting with supervision of cleaners and in the absence of the caretaker, be responsible for managing the cleaners, giving direction as appropriate including setting rotas, ordering necessary supplies and stocks, opening / locking the school, carrying out routine servicing, testing and maintenance.

To ensure that the school is cleaned and maintained in line with the school's quality procedures and work programs in a safe and efficient manner.

Duties and responsibilities:

- To support the Facilities Manager to ensure school is well-presented and maintained to a high standard.
- Supporting the Facilities Manager in ensuring that the maintenance of Trust buildings, grounds and utilities, operate to an agreed programme, and making sure that any reactive repairs are properly and promptly carried out.
- Assisting in keeping all Trust buildings and grounds secure, reporting breaches of security and ensuring that any resultant damage is repaired, or fault rectified properly and promptly.
- Ensure that external areas of the property are kept free of litter and debris, rubbish bins are emptied regularly, and the main access routes are kept clear of debris, snow and ice as necessary.
- Undertaking various repairs, portage, administrative and lettings duties.
- Performing all post duties in compliance with relevant health and safety regulations and codes of practice and with due regard for the health, safety and welfare of self, pupils, staff and visitors including contractors.
- Assist in monitoring and managing the cost-effective use of utilities and ensure any associated systems and equipment are in good working order.
- Identify and rectify safety, security and maintenance issues around site and report findings appropriately.
- Ensure community use and school lettings are effectively managed.

- Support the Facilities Manager in site access and security, ensuring appropriate procedures are followed.
- Liaise with and monitor the work of on-site contractors.
- Ensure facilities equipment is fit for purpose and properly maintained.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Good basic literacy and numeracy • Knowledge of Health & Safety legislation relating to the role. • Full clean driving licence • Practical knowledge of basic maintenance tasks. 	<ul style="list-style-type: none"> • Interest in further professional development • Health & Safety qualification • General maintenance qualification • First Aid qualification (or willingness to undertake)
Experience	<ul style="list-style-type: none"> • Previous experience in a similar role 	<ul style="list-style-type: none"> • Experience of working in an educational setting.
Aptitude and skills	<ul style="list-style-type: none"> • Use of initiative to solve straightforward problems • Ability to work alone without supervision and as part of a team • Ability to follow instructions and achieve objective within set deadlines • Good interpersonal skills • Adaptable to change by adopting a flexible and cooperative approach 	<ul style="list-style-type: none"> • Understanding and promoting positive relationships within the wider school community • Strength, dexterity and coordination to use a range of tools and equipment • Willingness to participate in development and training opportunities
Personal qualities	<ul style="list-style-type: none"> • Good timekeeping • An eye for detail • Proven ability to work flexibly as a team member and to work on own initiative • Resilient, tactful and diplomatic, even when under pressure. 	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.