



“The endless support I received from the teachers at Stonehenge has really inspired me. I am now training to become a teacher, to change lives in the way they □changed mine.

Former student, Kristie Newham

THE STONEHENGE SCHOOL

Temporary Caretaker/Site Operative

Application pack

[CLICK HERE FOR WEBSITE](#)

The Stonehenge School
Holders Road
Amesbury
Salisbury
Wiltshire
SP4 7PW
t: 01980 623407
e: admin@stonehenge.wilts.sch.uk



Full Time Caretaker/Site Operative

Required as soon as possible

Temporary Contract

Working times to be discussed

19,264 - £20,043 per annum (Pay Review Pending)

We are seeking to recruit a reliable, enthusiastic, and efficient School Caretaker/Site Operative to join our Site Team to be responsible for maintaining our school premises.

You will support the Site Manager to keep the school a safe and engaging environment for our students to learn in. This will involve carrying out routine preventative maintenance routines and minor repairs.

Other duties will include:

- Acting as a key holder, security of the school buildings including locking up and the setting of the alarm system (including problem solving) when required
- Setting up and taking down furniture requirements for exams, events and lettings
- Carrying out compliance checks
- Driving of school minibus for maintenance or site matters
- Identifying and acting on any potential fire and/or health and safety risks
- Undertake routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary.
- Gritting of the site in the winter
- Ensure the school buildings and grounds are free of litter and graffiti
- Any other duties arising from use of the buildings or grounds

The right candidate will:

- Demonstrate knowledge of Health & Safety and hygiene procedures and precautions
- Demonstrate good communication skills that allow effective communication with all levels of school staff, governors, pupils, contractors, and outside users of the school (lettings)
- Have some basic IT skills or be willing to learn them or improve upon them
- Be willing to work flexibly, if required, to cover other members of the Site Team and the school's opening hours
- Demonstrate previous experience and 'DIY skills' to identify, monitor and carry out minor repairs, maintenance and redecoration.
- Demonstrate knowledge of moving and handling.

Please refer to Job Description for full details of the post

Application form and further details are available from the school website. This should be returned to Mrs D Harker, The Headteacher's PA, The Stonehenge School, Holders Road, Amesbury, Wiltshire, SP4 7PW by the closing date.

Closing date: Friday 28th October 2022 at 9.00am

Interview date: To be confirmed



Caretaker Job Description

Reports to:	Premises Manager
Start date:	ASAP
Salary:	Grade E, points 6 – 9
Contract type:	Temporary

The Role:

To carry out general maintenance of the school buildings and facilities, provide practical support for meetings/events and maintain the security of the school buildings.

Key responsibilities:

This position supports the existing site team and helps extend the service they provide within and beyond normal school hours. It involves aiding the existing site team to ensure the smooth running and safety of site activities and infrastructure as well as being the face of the school. Responsibilities will include carrying out minor maintenance and routine checks, meeting the needs of all user groups, setting up and taking down furniture and ensuring the buildings are safe and secure.

The Caretaker will be responsible for prioritising their daily work, managing their time effectively and be accountable for decisions taken within delegated authority.

Main Duties

- To act as joint key holder for the site, ensuring security at all times, including the operation of the alarms. To be available for call-out on a rota basis.
 - Complying with any and all systems put in place to protect the safety of all, including the post holder
 - To report any major defects in building, equipment and security systems observed in the course of duties and to liaise with approved contractors/County Officials.
 - To visually monitor the condition of fire extinguishers, ensuring all extinguishers are regularly serviced and that hoses and fire blankets are kept in good condition.
 - To participate in evacuation processes as agreed and in accordance with the School's recognised Evacuation Procedure
 - Carry out compliance checks
 - To assist in the collection and disposal of all refuse and ensure the school buildings and grounds are free of litter and graffiti
 - To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times
- Ensuring the safety of the site including assisting with emergency repairs and clear ups, cordoning off areas as necessary



- To undertake the efficient operation of the heating system, ensuring its good working order. To record and monitor gas/electricity/water (as applicable) meter readings/returns as required
- To take deliveries of stores, materials and other goods and to undertake portage duties as required (including moving furniture, equipment etc).
- To undertake routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary. To attend site meetings as required
- To maintain records and complete paperwork as required. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy / Code of Conduct) and National Legislation (Health and Safety, COSHH, Data Protection)

Other Duties

The list of duties as above is not exhaustive. The post holder may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibilities of the post occur, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Supervision and Management

The job holder has no regular supervisory responsibility for staff but may assist in work familiarisation of peers and new recruits.

Creativity and Innovation (i.e. Problem Solving)

The work undertaken by the post holder is largely regulated by laid down procedures. There is a requirement for use of creative skills to resolve routine problems / issues such as undertaking repairs, attending alarm call outs, dealing with an emergency maintenance situation.

Key Contacts and Relationships

Main contacts will be Site Supervisor / Head Teacher, Deputy, Staff to give information on stock levels, incidents, repairs / maintenance updates. Etc.

Staff and pupils reporting on out of service areas of school due to repairs, cleaning etc.

Visitors meeting arrangements etc.

Decision Making

Basic work decisions are made by the post-holder about security problems and minor maintenance jobs

The job holder may recommend: -

- Orders of cleaning / maintenance materials or equipment



- Repairs and maintenance or safety measures.

Resources

The job holder would typically be responsible for the care and proper use of maintenance / cleaning tools and equipment.

The post holder has shared responsibility for the safety and security of school premises.

Working Environment

Physical demands will be commensurate with general maintenance / cleaning and portering duties, There may be some exposure to dust, dirt and occasional noise from machinery noise, working outside may on occasion subject the post holder to bad weather.

The post-holder will encounter members of the public, visitors to the school, contract staff, students etc. during the course of their duties.

There is some exposure to risk when the post holder is required to operate machinery (e.g. use of hand tools for minor repairs) and some exposure to hazardous chemicals (e.g. industrial cleaning materials and gardening chemicals).

Knowledge and Skills

Good standard of knowledge and skills of routine maintenance and security of buildings and grounds.



Caretaker Person Specification

Knowledge and Experience

- Building and premises maintenance skills or confident DIY skills and a willingness to apply/improve them
- Work with Security and Alarms Systems (training will be provided with on-site systems)
- Previous responsibility for specific areas of work
- Awareness of relevant Industry Health and Safety Policies
- Basic ICT Literacy and/or a willingness to engage with IT and improve IT Skills

Personal Qualities

- Excellent communication skills
- Excellent organisation skills
- Flexible attitude to work patterns; this post may involve working in the day, evening and/or at night
- Ability and to work as part of a team as well as independently and alone
- Ability to carry out manual handling tasks
- Positive outlook
- High expectations and high level of initiative
- Positive attitude towards professional development and training
- Professional outlook and smart appearance. PPE will be provided as necessary.