



# Caretaker

For further details please go to the  
Thomas's Academy website:

**[academy.thomas-s.co.uk](https://academy.thomas-s.co.uk)**

**or e-mail [recruitment@thomas-s.co.uk](mailto:recruitment@thomas-s.co.uk)**

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# Caretaker

**Required to start 1st September 2022**

## Salary

Scale 5 (Points 12 - 15) £27,009 to £28,497

Starting point according to the experience of the successful candidate.

We are seeking a cheerful, enthusiastic and highly committed Caretaker to work from 07:00 to 17:30 Monday to Friday at our site in Parson's Green. The role involves liaising with the Academy Head Teacher, to ensure that all pupils learn in a safe, clean and healthy environment.

The Caretaker holds responsibility for the smooth running of the school building, its proactive and reactive maintenance, security and cleanliness. They are also the key Health and Safety and Fire Officer for the Academy.

The successful candidate will be someone who enjoys working with staff and pupils, who has a positive approach to this key role, and who demonstrates a clear passion to become an important member of our school team.

We are fortunate to be located in a fantastic Victorian school building which has benefitted from over £2m of investment over the past few years completely transforming the site. This position is a fantastic opportunity for an experienced Caretaker to elevate our school building to the very highest level.

An option for Caretaker accommodation on site is available.

A brief letter of application, curriculum vitae, and a completed and signed application form [Click Here](#), should be addressed to the Executive Head, Mr Miles Chester and forward to [recruitment@thomas-s.co.uk](mailto:recruitment@thomas-s.co.uk)

The Executive Head would be delighted to talk on the phone to any candidate who would like to know more about the post. He can be contacted by email - [mchester@academy.thomas-s.co.uk](mailto:mchester@academy.thomas-s.co.uk)

For further details please go to the Thomas's Academy website at [www.academy.thomas-s.co.uk](http://www.academy.thomas-s.co.uk)

Applications will be considered upon receipt and interviews will be held as agreed with shortlisted candidates.

*Thomas's Academy is committed to safeguarding and promoting the welfare of all children and expect all staff and volunteers to share this commitment. Appointments are made using safer recruitment processes and the successful candidate will be subject to enhanced Disclosure and Barring Service checks.*

# Job specification Caretaker

## Accountable

To Suzanne Kelly, Head Teacher

## Responsible

The Caretaker will work proactively as part of the administration team to ensure the smooth and efficient operation of the school. They will uphold the school ethos and support the aims and values of Thomas's Academy, performing their duties to a high standard to ensure that the school buildings are cared for and maintained very well. The Caretaker will liaise at all levels, both within and outside the organisation, to protect the interests of the school and to ensure that Thomas's Academy meets its Health and Safety obligations in line with good practice.

## Hours

07:00 to 17:30 Monday to Friday. (inclusive of breaks. To be discussed.)

Please note that occasional overtime hours may be required to cover evening and weekend events however these will be by negotiated agreement.

## Salary

£27,009 to £28,497

## Holidays

Six weeks holiday, plus bank holidays. Holidays may not be taken during term.

## Accommodation

A one-bedroom flat is available on the edge of the school site. The salary quoted above can be reduced to allow for this accommodation to be included.

## Key areas of responsibility

### General

Strict adherence to the procedures contained in the Caretaker's Mandatory Maintenance and Fire Safety Tasks Schedule.

Setting up furniture etc for school events and assemblies as necessary and clearing away after events.

Manning the school gates at the start and the end of the school day and at other requested times.

Manning the school gates/Reception, if necessary, for any after-hours school functions or events.

The portage of goods, furniture, equipment and other items including errands on behalf of the school.

Staff training where necessary, eg use of the fire alarm system.

Upkeep of the school gardens and school playground.

Assisting during school functions as required.

### Maintenance

The upkeep of heating, lighting, water, drainage and other services including the reporting of failures or dangers to the Head Teacher.

Responding to maintenance requests from staff in a timely manner

Reporting any maintenance issues that need to be addressed via the maintenance system.

Liaising with the Thomas's Maintenance Team with regards to items of work which may require their assistance or that of an external contractor

Liaising with external contractors to organise access, ensure that safeguarding checks are in place and that works are completed on time and to a high standard.

Regular tests of the fire alarm, emergency lighting and security systems and the recording thereof.

Taking regular readings of all metres.

Maintaining all equipment, safety equipment, implements and tools in good, safe, working order

Undertaking minor repairs, decorating, maintenance and other small works as required by the Headteacher.

### Security

Security of the school site, its building and facilities at all times.

Reporting breaches of security to the Head Teacher.

The unlocking and locking of buildings and facilities at times stipulated and ensuring fire safety doors are closed.

Liaising with the cleaning company re. locking and unlocking of the school.

Ensuring that any contractors on site have access appropriate to the tasks required and that all safeguarding procedures are met.

The unlocking and locking of buildings and facilities for any necessary works that may have to be carried out after hours or during weekends, as necessary.

The upkeep of locks, keys and labelling of keys.

Liaising with Key Holding Company as necessary in the event that the fire or burglar alarm is activated.

### Health and Safety

Health and Safety Coordinator and Lead Fire Warden.

Observance of and supervision of Health and Safety requirements.

Developing and presenting suitable staff induction training, to include local fire action, emergency evacuation procedures, First Aid procedures.

Carrying out fire drills with the Head Teacher at least once per term and recording the outcome.

Ensuring all staff are kept up to date with any changes to systems and procedures.

Carrying out any relevant in-house training e.g. operation of the fire alarm.

Working with SLT, Class Teachers and other members of staff to ensure the assessment of risk to staff, pupils, parents and members of the public are reviewed and recorded at least annually and in light of significant changes. Documentation to be distributed and also held centrally.

### Cleaning

Ensuring, in liaison with the daytime cleaner, the cleanliness of all parts of the building, its facilities and their contents.

Liaising with the cleaning company (meeting with the cleaning supervisor daily).

Cleaning up of any accidents that may occur during the school day eg accidents, illness etc

Maintaining stocks of cleaning materials and ordering supplies.

Issuing cleaning stores to cleaners in an efficient and safe manner.

The upkeep of all waste storage areas and equipment and the disposal of waste.

Ensuring that the means of escape within the building are kept clear at all times.

N.B. If within the school grounds, the caretaker may be asked to deal with issues that have arisen during his/her break.



## Person specification

We are looking to recruit a friendly, cheerful, enthusiastic and highly committed Caretaker who will ensure that our children learn in a safe, clean and healthy environment. You will be an important member of our school team and have a positive approach to this key role. A flexible approach and a can do, will do attitude must be the driving intent of the successful candidate.

### You will:

Be dedicated, hardworking and take pride in your high standard of work.  
Be a team player who is friendly and professional, relating well to adults and children.  
Be responsible, flexible, reliable with a good understanding of health and safety requirements.

In addition to the candidate's ability to perform the duties of the post, the interview will also explore the issues relating to safeguarding and promoting the welfare of children including;

Motivation to work with children and young people.  
The ability to form and maintain appropriate relationships and personal boundaries with children and young people.

### Safeguarding and Child Protection

We are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to an enhanced DBS check.

The successful candidate will be expected to commit to the following;

Thomas's Academy is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.



*This role involves regular contact with children and falls within the category of regulated activity; therefore, the school will conduct safeguarding checks, including an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.*

*The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and will be required to adhere to the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) immediately.*





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