



Seaton Valley Federation of Schools

Elsdon Avenue
Seaton Delaval
Tyne and Wear
NE25 0BP
0191 237 1505

Relief Caretaker (Casual Contract)

Band 4 - £10.41 to £11.50 per hour (plus holiday pay), pro rata of £20,092 to £21,748

Working alongside our experienced Caretakers/Handypersons, we are seeking to recruit a relief Caretaker who can cover for annual leave and provide additional support during busy times in school.

This will be an ongoing casual basis, there may be busier times of the year during peak holiday periods when you are called on more.

You will join our hard working facilities team in a varied and interesting role, duties will include undertaking minor repairs and maintenance so this role would suit someone who is good with their hands and has experience of basic joinery, plastering, painting/decorating or similar.

Health and Safety is of utmost importance and ensuring our school is safe and secure for students, staff and community uses. You will be responsible for securing all doors, windows and gates, activating and deactivating the alarm systems, planned maintenance repairs and reactive maintenance, dealing with contractors on site, carrying out health and safety checks and completing the associated paperwork.

Previous experience of being a school caretaker will be an advantage but this role could also suit someone who is looking to try this out for the first time.

The successful candidate will need to have or complete a Pool Plant Operator certificate to complete the daily testing and maintenance of the swimming pool. This is a 3 day course, with follow up work based assignments. The school will arrange this for the successful candidate.

Hours of work will vary depending on the needs of the school, the Caretakers cover a shift pattern, covering the working hours from 6.30am to 10.15pm, and the site is also open 8.30am to 6pm Saturday and 8.30am to 3pm Sunday. You could be asked to cover any of these days/times.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal records check is required for this post.

Interested in applying? A completed application form and criminal records declaration form must be submitted **by 12 noon on 31st October 2021 by e-mail to vacancies@svf.org.uk**

Please visit www.svf.org.uk/vacancies to complete an application form.

Further information about all of our current vacancies is available at: www.svf.org.uk/vacancies

NORTHUMBERLAND COUNTY COUNCIL

Post Title: Caretaker/Handyperson	Director/Service/Sector: Schools		Office Use
Band: 4	Workplace: Astley Community High School and Whytrig Middle School		JE ref: S43 HRMS ref:
Responsible to: Business Support Officer – Premises and Community Learning	Date: July 2015	Manager Level:	
Job Purpose: To ensure the efficient cleaning, maintenance, safety and security of the school.			
Resources	Staff	Cleaning staff	
	Finance	Small repair budget.	
	Physical	School grounds, buildings, plant infrastructure, furniture and facilities.	
	Clients	All staff, pupils, parents, community users, suppliers and contractors.	
<p>Duties and key result areas:</p> <p>Responsible for carrying out such duties associated with the cleanliness, security and general maintenance of school buildings and grounds on the Elsdon Avenue site which comprises ACHS and WMS.</p> <ol style="list-style-type: none"> 1. Ensuring that all the school buildings and furnishings are cleaned in accordance with the Governors' requirements and arranging for the disposal of refuse. 2. Taking delivery of stores, materials etc. and storing them securely, arranging for the goods to be transported wherever they may be needed within the school. 3. Security of the school buildings when on duty. 4. To organise and supervise the work of others (i.e. contractors and cleaners). 5. To be responsible for the heating and lighting of the premises including necessary frost precautions and report system failures to the Business Support Officer. To ensure the satisfactory maintenance/repair of the boilers and associated equipment and that adequate stocks of fuel are maintained in the Boiler House. 6. Where necessary report to the Business Support Officer those jobs which require the attention of outside contractors. To admit contractors' employees to the premises and direct them to their job location. To carry out minor permanent and/or temporary repairs (electrical, mechanical and structural) to buildings and equipment as required. 7. Carrying out appropriate procedures in the event of fire, flood, breaking and entering, accident or major damage. 			

8. To carry out regular inspection of ancillary equipment as directed by the Business Manager
9. To ensure that all hard play areas, paths and drives remain free from litter and that all drains and gullies are free flowing and clean.
10. To clear pathways of snow and apply salt when required.
11. To report to the Business Support Officer any trespass, theft or unauthorised parking of vehicles on the premises.
12. When applicable to operate plant and equipment for the swimming pool including attention to water heating and treatment and cleaning as prescribed.
13. Such other duties as may be determined from time to time within the general scope of the post; duties and responsibilities outside the general scope of the post will only be required with the general agreement of the post holder.
14. Be prepared to co-operate in a programme of energy saving measures.
15. Be prepared to attend any training courses, which would aid the future development of the post holder.
16. To work effectively alongside Community Learning staff.
17. Responsibility for ensuring effective Health and Safety for self and others when carrying out duties.
18. Responsibility for overseeing and managing delegated budget a) redecorating b) repair and maintenance as directed by the Business Support Officer.

Support for the School

1. Comply with all school policies relating to:
 - Health and Safety
 - Equal Opportunities
 - Child Protection
 - E-Safety
 - Confidentiality and data protection.
2. Work in such a way as to promote the ethos and vision of the school.

3. Participate in training and development, and activities that contribute to the management of performance.
4. Attend and participate in regular meetings.
6. To undertake other duties and responsibilities as required commensurate with the grade of the post.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to do the same

**Northumberland County Council
PERSON SPECIFICATION**

	ESSENTIAL	DESIRABLE
EDUCATION/TRAINING QUALIFICATION	<ul style="list-style-type: none"> • Numerate and Literature to GCSE D-E level or equivalent in English/Maths 	<ul style="list-style-type: none"> • Health & Safety qualification • Qualification in relevant trade
EXPERIENCE	<ul style="list-style-type: none"> • Working with young people and/or the general public • Cleaning work • Managing own workload • Managing a small team 	<ul style="list-style-type: none"> • Managing a large team • Use of relevant machinery and equipment • Managing a small plant
PERSONAL QUALITIES, APTITUDES	<ul style="list-style-type: none"> • Positive, approachable “can do” attitude • Problem solving approach • Use of initiative • Excellent role model for young people • Diligent, honest and reliable 	
SPECIALIST KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Use basic power tools and equipment to make repairs and improvements • DIY skills • Trained in at least one of Joinery, plumbing or electrical work • Conduct a risk assessment 	<ul style="list-style-type: none"> • Assess quality of others work, give feedback, support and advice • Revise suitable record keeping systems • Develop more efficient and cost effective ways of working
OTHER	<ul style="list-style-type: none"> • Excellent record of attendance and punctuality • Understanding of role within safeguarding 	