



Heavers Farm & Selsdon Primary Schools

Caretaker (Selsdon Primary) Application Pack

About Us

Heavers Farm and Selsdon Primary Schools are two exceptional schools in Croydon, set in extensive grounds with a large and varied intake. We are vibrant schools with energetic staff, and lovely children. We are oversubscribed and we have recently completed an exciting £5 million building expansion at Heavers Farm. This is in order to offer our pupils and staff a fantastic environment for learning.

As a result of the federation between Heavers Farm and Selsdon Primary Schools, children have been making exceptional progress and standards have improved exponentially, with both schools exceeding national standards at every level last year, and both schools being recently rated Good by Ofsted.

There are many complex and distinct issues and barriers to education in the communities we serve, and we feel it our schools' responsibilities to tackle these issues. We believe that there are no 'quick fixes' or 'magic bullets'. We aim to improve the life chances of our pupils through an unrelenting commitment to each and every child, and a strong determination to raise standards; ensuring that they experience the most effective learning possible.

We expect and encourage all of our staff to continue to study, read and think about pedagogy, so we can continue to offer the best support and learning to our pupils in unique and innovative ways. We offer great opportunities for personal and professional development in our federation. We are proud of our diverse and unique team here at Heavers Farm and Selsdon Primary Schools, and are continuously seeking more exceptional individuals to add to our federation.

If you would like to explore our schools further, please look at our school and class blogs at www.heaversfarm.com and www.selsdonprimary.com.

What We Are Looking For

JOB TITLE: SCHOOL CARETAKER

We are looking for candidates who have evidence of the following:

ESSENTIAL KNOWLEDGE

- An understanding of basic health & safety requirements.
- To communicate clearly to all sections of the school community both verbally and in writing.
- Demonstrate knowledge of security methodology for both building and grounds without risk the health and safety of the school community.

ESSENTIAL SKILLS AND ABILITIES

- D.I.Y. skills to undertake day to day repairs and maintenance of building, including the basic knowledge and operation of the school heating system.
- Ability to assist in the training and induction of new cleaning and assistant caretaking staff.
- Understanding of the principles of health & safety in a school environment including COSHE.
- Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload.
- Ability to adhere to working procedures and policies within the school environment.
- Ability to operate as part of a team or individually as required.
- Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.
- Ability to carry out a range of administrative tasks, including stock taking and ordering.
- Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school.

ESSENTIAL EXPERIENCE

- Experience of current cleaning materials/methods/appliances and monitor the quality of work undertaken by the school cleaning staff.



Heavers Farm & Selsdon Primary Schools

Caretaker (Selsdon Primary) Application Pack

SCHOOL: Selsdon Primary School
REPORTING TO: Site Manager, Senior Leadership Team, Executive Headteacher
GRADE: Grade 6 18-20 (pro rata); 36 hours/week; year round

MANAGEMENT AND SUPERVISION

- The Caretaker must ensure that contractors or directly employed cleaners perform to the standard laid down in the cleaning specification. The Caretaker will report to the Head Teacher/Supervisor on any failure to meet the required cleaning standards.
- Dealing with enquiries from staff, pupils, parents and the public.
- Planning and work allocation for other caretaking staff, and directly employed cleaners where required.
- Induction and instruction of other caretaking staff and cleaners to ensure they are conversant with their duties and the standards of work expected of them, and appropriate on-the-job training as required.
- Supervision of caretaking/cleaning staff to maintain effective working relationships, to ensure good timekeeping, dealing with minor grievances and problems and ensuring work schedules and standard are maintained.
- Authorising weekly time sheets for cleaners, and preparing claims for caretaking fees for lettings.
- Undertake annual fire risk assessment
- Attend training courses where appropriate
- Where necessary reporting to Governing Body which may involve attendance at Governors meetings.
- Occasional care and feeding of school pets during holiday times.
- Occasional watering of plants.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

SECURITY

- Open and close school -to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services
- Consult with Head Teacher for cover arrangements for lettings and out of school hours' functions.
- Check weekly the proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
- Liaison as necessary with emergency services including the calling of the services as appropriate.
- Report acts of vandalism to the Head Teacher and Police where necessary.
- Internal mail courier duties as required by the Head Teacher.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the Head Teacher, ensuring the safe use of the school site at all times.

HEATING

- Check and control system function, including frost precaution procedures.
- Maintain stock levels as required including ordering and receipt of supplies.
- Vent heating system as required.
- Oil and grease pumps, clean all external parts of system including tops of burners as required, with due regard to safety requirements including isolation of plant as required.
- Report all defects to the appropriate maintenance contractor.
- Change filters as appropriate.

ENERGY CONSERVATION

- In conjunction with the Head Teacher, implement all agreed policies.
- Reading, recording and reporting all meter readings as required by the Head Teacher and or Energy Conservation Officer.
- Liaison with the Energy Conservation Officer.
- Implement recommendations authorised by Head Teacher.

EMERGENCIES

- Cleaning sickness, etc. and spillages as required.

SAFEGUARDING: Heavers Farm Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

APPLICABLE CONTRACT TERMS AND DUTIES: This job description is to be performed in accordance with the Federation's Staff Code of Conduct. Staff are required to perform their duties in line with this Code of Conduct, as well as in line with any statutory legislation.



Heavers Farm & Selsdon Primary Schools

Caretaker (Selsdon Primary) Application Pack

- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies breakages are dealt with promptly and safely as appropriate.
- Ensuring access, assist and secure premises for all emergencies services as necessary.

LETTINGS

- Performing all the above when required being on duty to ensure effective lettings; ensuring areas are cleaned as required in accordance with the Local Education Authority's arrangements.

INTERNAL MAINTENANCE

- Reporting all defects which require specialist repair.
- Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature re: prevention of Legionella.
- Synchronise all clock, time switches, etc as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Head Teacher.
- Be responsible for the supply and availability of hygiene materials as required.
- Receive and move supplies to various parts of the building as appropriate.
- Remove or obscure all graffiti as required by the Head Teacher.

EXTERNAL MAINTENANCE

- To maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the school and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
- Agree a system with Governing Body, and Head Teacher for window cleaning arrangements, and monitor if appropriate.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.
- Inspect all outside areas for hazardous materials. Consult with Head Teacher for the best method of removal.
- Maintenance of school gardens including planting bulbs etc.
- Oversee regular cutting of grass.

SCHOOL CLEANING

- Where cleaning is undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any issues to the Head Teacher.
- In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.
- On direction from the Head Teacher, ensure that any temporary departure from the standard cleaning specification is carried out effectively within the approved budget (major school activities, inclement weather problems, emergencies, building works, etc).
- In areas where the Caretaker undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Head Teacher.
- Daily disinfection of water fountains.

GREEN STATEMENT

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the Council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.





Heavers Farm & Selsdon Primary Schools

Caretaker (Selsdon Primary) Application Pack

DATA PROTECTION

- To be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

CONFIDENTIALITY

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee's access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

EQUALITIES

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

CUSTOMER CARE

- Able to demonstrate a commitment to the council's Customer Care Policy.

HEALTH AND SAFETY

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

TO CONTRIBUTE AS AN EFFECTIVE AND COLLABORATIVE MEMBER OF THE SCHOOL TEAM

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the school.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on school policies and interventions.

Our Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be required to complete an Enhanced DBS disclosure form and bring evidence of identity, Right to Work in the UK and qualifications. All documentation will be photocopied, signed and dated by the relevant staff member as verification of having seen the originals.

MAKING AN APPLICATION: The closing date for this role is **Sunday, 28th April 2019**. We will not be accepting further applications after this date. Please email your completed application form and supporting statement to: head@selsdonprimary.org.uk

VISITS TO THE SCHOOL: Visits are strongly encouraged, but we understand that it is not always possible to visit during the school day. If you would like to visit either school, please call the school office at the relevant school and arrange a visit:

THE INTERVIEW: The interviews will take place on a rolling basis. In order to make our selection process as stress free as possible, our procedure for applicants for Teaching Assistant roles are as follows:

- **Interview preparation:** All candidates will be given time to prepare for the interview. The interview questions will be given to the candidate so that they can have time to think through their answers, make notes and prepare their thoughts.
- **Interview:** This will take place before a panel, and will take a maximum of 20 minutes. The interview will only use the pre-seen questions, we are not trying to trip you up. Candidates are encouraged to use their notes; it is not a test of memory.

START DATE: ASAP