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WE ARE HIRING!



Caretaker/Cleaner

POST ID: L2324033
LOCATION: Dewstow Primary School
SALARY: Band D (SCP 9-13) £28,153.00 - £30,023.00 PRO RATA
HOURS: 32.5 hours per week, 52 weeks per year
CONTRACT: Permanent
WORK PATTERN: Monday to Friday (7:30am – 11:00am and 3pm – 6pm). There is some flexibility in these times and opportunities for additional hours.
DBS CHECK: Yes (Disclosure & Barring Service Check)

Governors are seeking to employ a suitably experienced, keen and pro-active person to be the School Caretaker/Cleaner at Dewstow Primary & Nursery School. Duties will include providing a professional caretaking/cleaning service at the School, ensuring that the establishment is opened and closed at designated times, in the approved conditions for occupancy, maintaining our School site to a high standard and carrying out our daily cleaning duties.

WHY SHOULD YOU WORK FOR MONMOUTHSHIRE COUNTY COUNCIL?
A MESSAGE FROM OUR CEO

Who are we?

Dewstow Primary& Nursery School is at the heart of the Caldicot community and we pride ourselves on providing an inclusive, nurturing and inspiring learning environment for children to learn and grow.

OUR VALUES

- Teamwork
- Flexibility
- Openness
- Fairness
- Kindness

WHAT WE CAN PROVIDE YOU WITH

- Opportunities for professional development.
- Opportunities to develop Welsh Language skills.
- Access to health and well-being support.
- Access to Local Government Pension Scheme.

Submit your application via: **www.monmouthshire.gov.uk**

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JOB DESCRIPTION

Purpose

To ensure that the establishment where employed is opened and closed at the designated times, in the approved conditions for occupancy and all other associated duties including daily cleaning duties. The successful candidate will need to be flexible and resiliant, able to work on their own initiative as well as being part of a team. This job will involve heavy lifting at times.
This role includes maintaining School Grounds and leading small gardening groups with pupils. A commitment to safeguarding and positive engagement with pupils is essential.

We are looking for a pro-active, forward thinking, thoughtful person to help us take care of our School.

Your responsibilities are to:-

Duties

To carry out such reasonable duties as instructed by the Headteacher to support the function and cleaning of the establishment.

Security

1. Attend to the opening and closing of the premises at designated times and to be responsible for general security at all times. In connection with this caretakers may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access for emergency repairs.
2. 2. To carry out prescribed security duties for the establishment and grounds, to take all reasonable and practical steps to prevent trespass and unauthorised parking of vehicles.

Boiler Duties/Energy Conservation

1. To oversee, as set out in the energy conservation instructions, the efficient working of heating plant and lighting, monitor fuel consumption and re-order when necessary, keep required records and maintain specified standards of performance.
2. To ensure the heating plant is correctly operating at all times and the building fabric is protected from frost damage.
3. To read meters as required and maintain approved records including any concerned with energy and water conservation matters, to be aware of the location of all stop cocks, fire points and power services.

General Duties

1. To provide a porter service for the whole site as necessary, which at times may involve heavy lifting.
2. To receive and check all goods and supplies (except for contractors goods) for the School and distribute as necessary.
3. To report to the Headteacher any defects affecting the health and safety of persons on the site and when possible, make safe and isolate hazards.
4. To clean and to be responsible for the removal of litter from paths, drives and other hard surfaces, including covered play areas and all other areas within the establishment's boundaries, including grass areas and flower beds, to keep hard surface areas free from moss or weeds, to clear gullies, grates, drains etc and to wash defaced walls, signs, etc.
5. To direct and supervise contactors as required.
6. To carry out handypersons duties for the whole site, examples of which are categorised below.

Category I – Items requiring a limited skill:

- Replacement of toilet flush.
- Replacement of sink and basin plugs.
- Fixing of loose woodscrews in furniture and fittings but not to the structure of the building.
- Refixing door handles but not their replacement.
- Replacing curtain tracks or blind brackets to internal vertical windows, excluding hall or stage curtains.
- Replace/repair ceiling tiles in suspended grills up to a height of 11 feet, but not repairs to ceiling grills.
- Replacement of fluorescent tube "starters" and fluorescent tubes up to a height of 11 feet.

Category II – Items requiring training and subsequent skills.

- The repair and replacement of toilet seats.
- Replacement of tap washers to ½ inch size only.
- Refixing of door/window heads. Replacements should be correctly sized, bedded and fixed.
- Provision or repair to door/floor, stops/cabin hooks.
- Repairs to cupboard hinges, handles or locks.
- Immediate single coat patch painting to surfaces such as defaced walls/doors or to new timber.

7. To keep paths, access points and entrances free of snow and ice to ensure safe passage.
8. Periodically, to clean lamp shades and light diffusers taking account of instructions given on cleaning at heights.
9. To maintain site maintenance logs.
10. The reporting of defects on buildings, furniture, fittings and plant as required by regulations or the instructions of the Headteacher.
11. To ensure that all refuse is disposed of to a designated point.
12. To carry out periodic cleaning of all internal surfaces below a height of 11 feet from floor level.
13. To undertake the periodic cleaning of all internal glass below a height of 11 feet from the ground floor level and all external glass.
14. Ensuring Fire Safety regulations are met, that the Fire Alarm is checked daily for faults and that monitoring logs and Fire Safety Book are maintained.
15. Routine daily maintenance of buildings including minor repairs, e.g. plumbing, carpentry and painting.
16. The replenishment of soap, towels, dispensers and toilet paper in lavatories on the whole site as necessary.

Caretaker's cleaning

a) To undertake the cleaning of the School premises to high standards as determined by the Headteacher.
b) Provide access to the premises to the Contractors workforce within the approved times.
c) Emergency cleaning in areas as directed by the Headteacher.

Notwithstanding the detail of this job description, in accordance with the flexibility policy of this service, the job holder will undertake such work as may be determined by the Headteacher from time to time, up to a level consistent with the principal responsibilities of the job.

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

Expectation and Outcomes of this Role:
Work under the direction with the Headteacher to carry out caretaking duties.

Your responsibilities are to:-
Under the direction of the Headteacher, caretaking duties, security, boiler duties/energy conservation, and general duties including grounds maintenance.

SAFEGUARDING:

Child and Adult Protection are key priorities for the School and Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. You are responsible for playing your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfil your personal responsibilities for safeguarding.

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PERSON SPECIFICATION

REQUIREMENTS	ESSENTIAL / DESIRABLE	HOW WILL IT BE ASSESSED
1. EDUCATIONAL/QUALIFICATIONS/KNOWLEDGE		
1.1. Good literacy and numeracy	Essential	Application form and Interview
1.2 Attendance at courses related to cleaning, caretaking or health & safety	Desirable	Application form and Interview
2. EXPERIENCE		
• Use of commercial cleaning equipment • Use of commercial site maintenance equipment • Experience of caretaking or premises management, building cleaning or building management • Taken responsibility for security of a building • Knowledge of security and wireless fire alarm systems • Knowledge of heating control systems • Knowledge of water heating system	Desirable	Application form and interview
3. APTITUDE AND SKILLS		
• Use of general cleaning equipment • DIY skills • Painting • Basic plumbing • Basic carpentry • Use of general cleaning equipment • Stock monitoring • Grounds maintenance	Essential	Application form and Interview
4. PERSONAL QUALITIES/ATTRIBUTES		
• Willing to work outside of normal hours if required (overtime is payable) • Willing to undertake relevant training	Essential	Application form and interview
5. COMMUNICATION		
5.1 Good communication skills	Essential	Interview

Closing Date: Thursday 10th December at midday
Interviews: Monday 14th December

Should you require any further information regarding this post, please contact: Mrs Bain, Headteacher, on 01291 636360.