



Advert

Premises Maintenance Manager (Caretaker) Permanent and Full time (37 hours per week) Grade 5 Scale point 5-7 Salary £19,312-£20,092

We are looking for an experienced and enthusiastic Premises Maintenance Operative (Caretaker) to join our existing team as soon as possible. You will work alongside our site team to keep all of our students, staff and visitors safe and our school in top condition.

This full-time position (37 hours) will assist the broader Site Team with the care of the Academy premises, ranging from general maintenance duties including minor repair and refurbishment works, opening and closing the site and other duties, supporting the Site Manager in ensuring the health and safety and security of a busy academy.

Applicants should be trustworthy, reliable, hard working, physically fit, conscientious and be able to work independently, on their own initiative or as part of a team. Ideally you will have good DIY skills, some knowledge of Health and Safety, basic IT skills and an understanding of Safeguarding. As part of the role you will have to:

- Open/close premises and grounds to meet the routine and non-routine requirements of the building occupants and be a principal key holder for the academy and attend emergency call outs as necessary
- Be responsible for your academy's security, including the opening/closing of the academy on a daily basis, possibly including odd evenings, weekends Ensuring all entry points, e.g gates, doors, windows and other security measures are working effectively and that any security issues are reported to the Building Operations Supervisor
- Carry out in-house statutory testing as required and general maintenance tasks
- Take pride in helping to maintain the highest standards of cleanliness, presentation and health and safety at all times
- Communicate clearly and be flexible

The closing date is 28 January 2022 and interview dates are to be confirmed. If you would like to know more, or arrange a visit, please contact Louise Trimmer (School Business Manager) on 01608 649401 or by email to ltrimmer@chippingnortonschool.org We are a member of the River Learning Trust, a schools-led trust, based in Oxford. For more information: www.riverlearningtrust.org. All applications must be made via the TES using the following link: <https://www.tes.com/jobs/vacancy/premises-maintenance-manager-caretaker-chipping-norton-1540062>

Chipping Norton School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.

SAFER RECRUITMENT STATEMENT

NOTE 1: Some cautions, reprimands, warnings and convictions are protected under the DBS filtering process and you do not have to disclose them. The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] provides that when applying for certain jobs and activities certain convictions and cautions are considered "protected." This means that they do not need to be disclosed to an employer and, if they are disclosed, an employer cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found here: <https://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

NOTE 2: if you are under 18 it is no longer a legal requirement for you to disclose any cautions you hold



CHIPPING NORTON
SCHOOL

Job Title		Premises Maintenance Manager (Caretaker)			
Reporting To:		Site Manager / Business Manager			
Line Management:		Not applicable			
Salary Grade		5	Point		5 (£19,312)
Hours per week	37	Working weeks per year	52	Hours of work	Shift A M/Tu/W/Th 0600 - 1400 F 0600-1330 Shift B M/Tu/Th 1200-2000 W 1200-2030 F 1200-1930

JOB PURPOSE

To be a supportive member of the Site Team, which consists of an Site Manager, two full time Caretakers and Cleaning team.

MAIN RESPONSIBILITIES – under direction of the Assistant Site Manager

- Operate a rotating shift system every 3 weeks, 2 weeks days and one week of evening shifts.
- If weekend/late duties are required overtime pay rates or time in lieu will apply.
- Unlock and lock premises daily.
- Ensure the security and safety of the premises.
- Management of the heating plant.
- Complete routine minor repairs and maintenance.
- Sign in and manually handle supplies, equipment and furniture.
- Communicate and coordinate with contractors through the Site Manager.
- Test and record results of water, hygiene levels either manually or other recording system.
- Liaise with staff to meet the wider range of needs associated with accommodation and services provided on the school site.
- Management of mains services, fire alarm and intruder alarm systems.
- Liaise with the Leisure Centre, Chipping Norton Pre-School and other community stakeholders as necessary.
- Act as a named key holder in an emergency.
- Act as a safety monitor in the school's bus park during morning disembarkment of students.

Health and Safety

- Undergo basic first aid training and update courses.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with health, safety and welfare.

Standards and Quality Assurance

- Support the aims and ethos of the school.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned.
- Be proactive in matters relating to health and safety.
- To support the implementation of school policies and procedures, including those relating to confidentiality and behaviour.

- To identify personal training needs and to attend appropriate internal and external in-service training.
- To set a good example in terms of punctuality and attendance.

General

The post holder will be required to:

- Adhere to the school's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- Work in accordance with the Data Protection Act.
- Provide a healthy and comfortable working environment, smoking is strictly prohibited.
- This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the school. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Signed
(Employee)

Dated

Signed
(Line Manager)

Dated