

20 March 2019



Dear Applicant

CARETAKER (PART-TIME) 15 HOURS PER WEEK, 52 WEEKS PER YEAR
SCALE 5 POINT 12 - £19,430 FTE
STARTING DATE: as soon as possible

Thank you for your interest in the position of Caretaker at Langtoft Primary School.

We are seeking to appoint an enthusiastic, skilled and dedicated person to take on this important role in our school. The person appointed will have total commitment towards maintaining a safe and clean environment for the school community.

The hours are split before and after school, 7.30-9.00am and 4.30-6.00pm. In addition to caretaking duties, the caretaker will: carry out semi-skilled general maintenance and repairs; be a key holder and out-of-hours emergency contact; keep the school safe and clean by supervising and supporting the cleaning team. A good understanding of health and safety legislation including COSHH is an essential part of this post. Training will be provided to the right candidate.

Further on in this letter you will find information about our school, a Person Specification and a Job Description. Should you have any further questions, please contact me and I shall be happy to help.

Visits to our school are welcome and encouraged. If you would like to arrange a visit, please contact us by telephone on 01778 343419.

May I take this opportunity to remind you that the closing date for applications is 12 noon on Tuesday 23 April 2019. We intend to interview on Monday 29 April 2019.

I look forward to hearing from you.

Yours faithfully

Mr J McCullough
Headteacher

Langtoft Primary School
Manor Close, Langtoft, Peterborough PE6 9NB
Tel: 01778 343419, Email: enquiries@langtoft.lincs.sch.uk
Website: www.langtoft.lincs.sch.uk

Langtoft Primary School

~ About Us ~

Langtoft Primary School is situated in the village of Langtoft on the Lincolnshire/Cambridgeshire border, ten miles north of Peterborough and eight miles east of Stamford in a pleasant rural setting, close to the market town of Market Deeping.

The school consists of seven classrooms, a hall, two large communal work areas, libraries and cloakrooms, staff room and office accommodation. It has two large playgrounds – one for each Key Stage – and large, attractive grounds with a trim-trail, outdoor stage, wooden gazebo, willow tunnel, stone circle and tyre parks. There is a large and secure outdoor learning area for Foundation Stage children, which has been remodelled and extended. The school is a co-educational primary school, maintained by the local authority (Lincolnshire County Council) and is designed to take up to 210 children. There are currently 203 pupils on roll (March 2019).

The last Ofsted inspection (September 2017) identified our school as 'good'.

We benefit from highly positive relationships with the families that make up our school community. Attendance is exceptionally high. Academic standards are consistently above national averages. Staff and pupils enjoy working in the calm and focused learning environments that have been created.

Our active School Council ensures that there is always something happening in our school. They support the staff in raising funds for charities, making decisions on topics such as systems for managing behaviour and coming up with ideas for new initiatives. We are currently working towards being a UNICEF Rights Respecting School and have joined with Lincolnshire Police to establish a Mini Police force.



Our school is an ambitious one: it continues to reflect on its practices by evaluating what works well and what could work even better. Our school wants the very best for the children who attend it. We see our role to be preparing children for the challenges and adventures of life: they are learning for life.

Our Aims and Values

Our aim is to educate your child to the best of their ability and to equip them with the learning skills needed to meet the challenges of life. We do this by providing a broad, balanced and relevant curriculum.

Children, parents, governors and staff work together, continually striving to improve standards, meet personal targets and celebrate achievement.

We provide a supportive and caring setting for learning where your child will experience quality teaching.

At Langtoft Primary School every child matters for every child is unique. Your child has the right to be safe and happy. We nurture positive moral, social, cultural and spiritual values within an environment of equality, courtesy and mutual care and respect.



~ Learning for Life ~

Langtoft Primary School

~ Person Specification: Caretaker Scale 5, Point 12

	Essential	Desirable
Be enthusiastic about working in a school environment	✓	
Be responsible, honest and reliable with a pro-active attitude	✓	
Physical fitness appropriate to the job role	✓	
Work as a team member and communicate effectively with all members of the school community including outside contractors and trades people	✓	
Be flexible, self-motivated and have the ability to work on own initiative	✓	
Understand safe working practices and health and safety regulations in relation to the post	✓	
Understanding of maintaining safety and security in a public building (water testing, fire alarm testing, light testing)	✓	
Basic knowledge of information technology (i.e. email, internet)		✓
Possess semi-skilled maintenance and caretaking skills	✓	
Be responsible, as a key holder, for responding to intruder and fire alarm alerts out of school hours	✓	
Carry out letting duties as required	✓	
Able to lead by example to ensure a high standard of cleanliness and good house-keeping throughout the school building and exterior site	✓	
Have knowledge of managing and maintaining a school site		✓
Relevant qualification – COSHH, Health and Safety, Risk Assessment		✓
Willingness to undertake training	✓	

JOB DESCRIPTION

DIRECTORATE:		Division/Section/Branch:	
Children’s Services		Schools	
JOB TITLE: Caretaker – Primary School (Staff Supervision)		JEM Number 01-188	
GRADE: 5			
REPORTS TO: Headteacher or other designated member of staff			
1.	PURPOSE OF JOB:		
	To provide an on-site cleaning/caretaking service including security of the premises and its contents, heating and lighting of the premises, cleaning of specified areas, portage and minor maintenance repairs. To supervise the work of cleaners/caretakers/ ensuring the work is satisfactory.		
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES		
i	To be responsible for the security of the premises and its contents. To be responsible for the ordering, cleaning equipment and materials and secure storage thereof. To be responsible for the cleaning of a specified areas in accordance with the County Council’s current standards and methods.		
ii	To report to the Headteacher or designated member of staff all matters relating to the premises, cleaning equipment and materials.		
iii	To carry out caretaking duties as directed by the Headteacher or designated person as outlined on the job information sheet e.g. minor repairs to fabric of building and/or equipment.		
iv	To be responsible for the regular checking and testing of the fire alarm warning system sounders in line with Lincolnshire County Council guidance contained in the Health and Safety manual, recording the event and any issues arising. Checking and testing battery banks for emergency lights where relevant. Regular checking and recording the condition and safety of tools and equipment in line with the Provision and Use of Work Equipment Regulations. Report any failures.		
v	To ensure that all external areas, paths and drives remain free from litter and hazardous materials and that all drains and gullies are free flowing and clean as appropriate. To clear pathways of snow and apply salt when required keeping records of this action.		

	<p>vi To supervise the work of cleaners and completing paperwork/claim forms where required. Liaise with the Headteacher regarding private contract cleaning ensuring it has been carried out satisfactorily, pursue appropriate rectification procedures. To be responsible for the security of cleaning equipment and materials.</p> <p>vii To deal with lettings as agreed with the Headteacher.</p>
<p>3.</p>	<p>MANAGEMENT OF PEOPLE</p> <p>Staff training\training in order to ensure that health and safety standards are met and maintained.</p> <p>SUPERVISION OF PEOPLE</p> <p>Day to day supervision of cleaning/caretaking staff including checking the quality of work carried out.</p>
<p>4.</p>	<p>CREATIVITY AND INNOVATION</p> <p>Little or no opportunity for creativity and innovation. Required to re-schedule work where\when necessary in order to fit within the school working day and ensure tasks are completed.</p>
<p>5.</p>	<p>CONTACTS AND RELATIONSHIPS</p> <p>Routine contact with staff and pupils within the school, delivery work people and members of the public/school Governors.</p>
<p>6.</p>	<p>DECISIONS</p>
	<p>a) Discretion –</p> <p>Working within clearly defined policies and procedures. Limited scope for discretion, postholder will be working within clearly defined policies and procedures.</p>
	<p>b)Consequences –</p> <p>Issues would be quickly identified and quickly remedied.</p>
<p>7.</p>	<p>RESOURCES</p> <p>Cleaning equipment and materials. Required to be a key-holder.</p>
<p>8.</p>	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands –</p> <p>Limited changes in working practices may be asked to carry out a number of tasks, which does not impact on the overall programme.</p>

	b) Physical Demands – Physical effort necessary associated with working at heights, use of equipment, bending moving and handling e.g. taking in stock, lifting, furniture etc.		
	c) Working Conditions – Lone working may be necessary. Possible exposure to human waste and/or other bodily fluids. Work within schools, which by their nature can be very warm and also required to work outdoors in all weathers.		
	d) Work Context – Post holder will be at some risk working with cleaning materials\chemicals and equipment, may be at risk of abuse and aggression from trespassers, service users and animals.		
9.	KNOWLEDGE AND SKILLS Have a clear understanding of the cleaning standards required by the School. The post holder must have in depth understanding of Health and Safety Policy. Safe working methods to be used in accordance with COSHH assessments for hazardous substances. Understanding or Provision and Use of Work Equipment Regulation. Knowledge of intruder alarms/CCTV and heating systems. Experience of staff supervision.		
10	GENERAL		
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.			
Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.			
Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.			
All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.			
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
			V5