



WEST HATCH HIGH SCHOOL
a Specialist Business and Enterprise School

"THE BEST THAT I CAN BE"

Headteacher: Mr D Leonard BSc (Hons), Med
High Road, Chigwell, Essex, IG7 5BT

MAINTENANCE CARETAKER

37 hours per week x 52 weeks

Band 3 – Salary £17,772 - £22,658 + London Fringe £840.00 (depending on experience)

Rotating weekly shift system (7am-3pm/10am-6pm/1pm-9pm)

Rotating weekend shift system (8am-1pm/1pm-6pm)

We are looking to appoint an enthusiastic, efficient, flexible, friendly and reliable person to join our existing Premises Team. Duties will include: opening up and closing of the school site, overseeing lettings, premises management, security of the buildings and site, storage of cleaning materials, ensuring inside and outside environments are well maintained and meet Health and Safety requirements.

The successful candidate will have excellent maintenance skills together with the ability to undertake basic electrical repairs and maintenance.

West Hatch is a thriving, heavily oversubscribed innovative school. Proud of its success with significantly above average results. Rated 'Good' by Ofsted, we are always striving for improvement. We are keen to appoint individuals with a positive outlook and a proactive attitude - colleagues who enrich the lives of the learners and staff with whom they work.

We place great store on staff development at all levels and offer a whole range of opportunities for colleagues to develop their leadership potential within and beyond West Hatch.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Please visit our website to download an Application Form and further details or telephone or email for an Application Pack.

Closing date: 21st November 2017

Interview date: 24th November 2017

High Road, Chigwell IG7 5BT
Tel: 020 8504 8216 Fax: 020 8559 2695
Email: admin@westhatch.essex.sch.uk
www.westhatch.essex.sch.uk



West Hatch High School

JOB DESCRIPTION: Maintenance Caretaker

Responsible to: Site Manager

Purpose of Job: To contribute to the smooth running of the school by carrying out a range of maintenance duties and other caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including portering, cleaning and maintenance.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced CRB check and positive references.

Duties & Responsibilities:

- The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder.

Maintenance:

- Carrying out first Site repairs and maintenance which are not beyond the scope and capability of the postholder including:
 - plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, pipe runs, fittings or replacing washer etc;
 - redecoration as appropriate;
 - plastering work such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings;
 - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc;
 - glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: Specialist contractors would be used for repairs to large window panes, where appropriate, or double glazed units or windows at a high level.

- Carpentry work such as repairs to doors, shelves, woodwork, window frames.
- Constructional work relating to refurbishment.
- Drawing the attention of the Site Manager to any repairs or maintenance work required at the premises, which is beyond the competence of the postholder.

Caretaking:

- Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the Site manager.
- Ensuring that all areas within the site are free from litter and that all drains and gullies are freeflowing and clean.
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials etc.
- Operating the heating plant so that required temperatures are maintained in the premises and an adequate supply of hot water is available.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Undertaking spot cleaning of allocated area(s) and secondary cleaning.

Lettings:

- Effectively manage and oversee activities relating to lettings and all other site services in accordance with the schools practices and procedures.
- To maintain programme of use of premises after hours and ensure most efficient use of site.
- To liaise with the caretaking and finance team to ensure a smooth running of the letting programme making sure all activities are staffed.
- To make sure the member of staff on duty for out of hour knows what is expected of them on each particular day. For example a member of staff must only hand the pool facility over to a competent representative of the third party and also take back from the same person. The pool should never be unmanned and accessible ever.
- To actively promote lettings to the school.

Security and Supervision:

- To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. In the absence of the residential Site Manager, due to leave or pre-arranged absence, to respond to calls outside normal working hours as a result of break-ins, etc and/or the setting off of the burglar alarm(s), or if required as support.
- Provide access, where possible, to the premises and classrooms in the event of emergency situations or unexpected poor weather.

- Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, advising the appropriate senior staff of their presence.
- Attempting to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools).

Other duties:

- Planning of own work.
- To utilise the electronic reporting system in use at school in order to prioritise and action jobs and respond appropriately.
- Setting out rooms, hall and gym, as required for the smooth operation of the school.
- Supporting other caretaking/maintenance staff as required by colleagues or Site manager.
- Preparing the school premises and site for out of school activities.
- Advising the Headteacher or authorised representative of hours worked.
- Alteration of room use as required by the school.

General:

- At all times carry out the duties in accordance with school-based policies and Health and Safety procedures.
- Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher, Site Manager and Governing Body.
- The duties may be varied by the Headteacher, Site Manager and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

November 2017



West Hatch High School

Maintenance Caretaker

Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of building and property maintenance Part-qualified in basic electrics
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake general mathematical calculations
	Technology	Ability to undertake DIY tasks and operate basic machinery/tools Ability to operate simple technology such as email and basic call logging systems
Communication	Written	Ability to complete forms, write letters and reports
	Verbal	Ability to exchange complex verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand and support the importance of

		physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to make an distinctive contribution to the work of the work a team
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance

November 2017