Diocese of Hereford Multi-Academy Trust

Station Road, Condover, Shrewsbury SY5 7AA
Telephone: 01743 872108
Email: admin@condover.dhmat.org.uk
Web: www.condoverschool.co.uk

Caretaker & Cleaner

Job Description

Details of Post

Title	Caretaker - Condover & St Edward's CE Primary School Cleaner – Condover CE Primary School
School / Trust	Condover CE Primary School – DHMAT
Reporting to	Executive Headteacher / Executive Deputy Head / DHMAT
Main Workplace	Condover CE Primary School
Salary and Grade	Caretaker - Grade 4 / SCP 6 - £13.92 hourly Cleaner - Grade 1 / SCP 3 – Salary - £13.28 hourly
Contract Type	Permanent
Contract Term	Part Time
Contract Hours	**Caretaker** – 5 hours per week (3 hours at Condover CE Primary School & 2 hours per week at St Edward's CE Primary School). Term time plus 3 weeks – February Half Term & Summer Holidays **Cleaner** - 10 hours per week (2 hours per day at Condover CE Primary School). Term time plus 3 weeks – February Half Term & Summer Holidays **Total – 15 hours per week**
Start Date	ASAP
Application Closing Date	Friday 27th November – Midday
Interview Date	To be confirmed

Job Purpose
Under the instruction / guidance of appropriate the leadership team, provide maintenance & security services on school sites.

To provide a clean, safe, secure, and hygienic environment that supports effective teaching, learning, and the wellbeing of pupils, staff, and visitors. The role holder will undertake cleaning duties to specified standards and contribute to always maintaining a pleasant school environment.

Safeguarding Children and Safer Recruitment
The Trust and our schools are committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring (DBS) check. All support staff posts are subject to the Asylum and Immigration requirements.

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It is essential to have all due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust to ensure:

- Policies are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated
- safeguarding leads and other staff to discharge their responsibilities, including
- taking part in inter-agency meetings and contributing to the assessment of
- children.
- All staff and volunteers feel able to raise concerns about unsafe practice
- regarding children and such concerns are addressed sensitively and effectively
- in a timely manner.

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Main Duties and Responsibilities

Security

- Undertake regular security checks and identify security risks.
- Monitor fire safety equipment and carry out fire drills.
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief.

Cleaning and Maintenance Duties

- Clean designated areas of the school and nursery building to the required standards and frequencies.
- Sweep, vacuum, mop, and wash floors.
- Dust, polish, and clean furniture, fixtures, fittings, and surfaces.
- Clean toilets, washrooms, and changing areas, replenishing consumables where required.
- Clean internal windows and glass surfaces that can be reached safely from ground level.
- Clean walls, doors, and other surfaces within safe working limits.
- Empty waste bins and remove rubbish to designated collection points.
- Launder cleaning cloths, tea towels, and other reusable cleaning materials where required.
- Replenish consumables around the school making sure facilities are well stocked each day.
- Undertake seasonal cleaning tasks and deep cleaning activities as required.
- To carry out maintenance duties to ensure that the general upkeep and maintenance of both school sites are satisfactory.
- Undertake minor / simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains.
- To carry out minor decoration programme as agreed with the Executive Headteacher.
- To carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Executive Headteacher.
- Operation and maintenance of heating and lighting systems.
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
- Undertake regular site inspections and identify and record repair and maintenance requirements using iAMCompliant (training provided).
- Identify defects and record repair and maintenance requirements using iAMCompliant (training provided).
- Undertake emergency & specialist cleaning tasks.
- Undertake cleaning duties such as graffiti removal, litter-picking, leaf collection.
- Provide emergency access to the school site.

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- Liaise with contractors & undertake client role in connection with premises related contracts.
- Ensure that the pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.
- Identify and report hazards, damage, and maintenance issues, or security concerns promptly.

Use of Equipment and Materials

- Operate cleaning equipment and machinery safely and effectively following appropriate training.
- Use, handle, and store cleaning products and chemicals in accordance with COSHH regulations, manufacturer instructions, and school procedures.
- Ensure equipment is clean, maintained, and stored safely after use.
- Report faulty equipment or shortages of cleaning supplies to the relevant member of staff.

Resources Tasks

- Be responsible for maintaining records, information and data – iAMCompliant.
- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/ resources/ materials.
- To assist in safety audits of the premises and contribute to relevant risk assessment activity.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.
- Demonstrate and assist in the safe and effective use of specialist equipment / materials.
- Provide specialist advice and guidance as required.
- Organise and participate in the organisation and movement of furniture within the building.
- Where appropriate to organise and administer the use and maintenance of school vehicles and to carry out driving duties when required by the Executive Headteacher.

Health and Safety

- Comply with all Health and Safety legislation, regulations, and school procedures.
- Take reasonable care of personal health and safety and that of others affected by work activities.
- Follow safe systems of work and risk assessments.
- Report accidents, incidents, near misses, and unsafe conditions promptly.

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Professional Development

- Maintain relevant and current knowledge by regularly reflecting on personal practice,
- collaborating with school leaders and identifying suitable professional development
- opportunities to enhance effectiveness.
- Actively pursue opportunities to develop the skills, qualifications, and experience required
- for the role with support from the school and Trust.
- Engage in training, learning activities, and performance development processes as required.

Additional Responsibilities

- Always adhere to all school and Trust policies and procedures.
- Understand and fulfil data protection responsibilities in line with the Trust's Staff Code of
- Conduct and related policies and procedures.
- Understand and comply with safeguarding responsibilities as outlined in the Trust's Staff

Code of Conduct and related policies and procedures.

- Promote inclusion and diversity and ensure equal opportunities for all.
- Contribute positively to the school and Trust's ethos, objectives, and overall work.
- Value and support the contributions of other professionals.
- Attend and actively participate in relevant meetings as required.

The role holder must demonstrate a flexible approach to the delivery of the role. This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The role holder may be required to carry out other duties appropriate to the level of the role.

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Person Specification

	Essential	Desirable
Qualifications and Experience		
GCSE's or equivalent, including at least a Grade C/4 in English and Maths	✓	
Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these	✓	
Relevant cleaning, caretaking, health and safety, or COSHH training		✓
Experience of carrying out cleaning and caretaking duties	✓	
Experience of cleaning and caretaking within a school or educational setting		✓
Experience working to agreed standards and completing basic cleaning records or checklists	✓	
Experience of using commercial cleaning equipment		✓
First Aid Qualification		✓
Skills and Knowledge		
Good communication skills	✓	
Good interpersonal skills and the ability to work as part of a hard-working, enthusiastic and committed team	✓	
Understanding of the importance of maintaining hight standards of cleanliness and hygiene	✓	
Ability to follow instructions and cleaning/caretaking schedules	✓	
Awareness of basic health and safety requirements	✓	
Knowledge of COSHH regulations		✓
Understanding of infection prevention and control procedures		✓
Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures.	✓	
Knowledge of moving and handling procedures		✓

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Safeguarding and Promoting the Welfare of Pupils		
Ability to build and maintain positive relationships with children, parents/carers, and other staff	✓	
Committed to safeguarding and promoting the welfare of children and young people	✓	
Personal Qualities and Attributes		
Flexible, self-motivated and enthusiastic	✓	
Ability to work as part of a team.	✓	
Patient and friendly approach	✓	
A belief in inclusion and diversity	✓	
Be committed to your own professional development and keen to make a significant contribution to the life of our school	✓	
Demonstrate an interest in the ethos, vision and values of the Trust and school	✓	

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

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Additional Recruitment Information

Application

Applications need to be completed through 'My New Term'.

School Visits

Visits to the school are strongly encouraged.

In order to arrange a visit to the school, please contact our school administrator, Mrs Melanie Short, via email admin@condover.dhmat.org.uk.

Recruitment Process

Once you have submitted your application, inclusive of supporting letter/ statement, it will be assessed against the criteria in the person specification. Successful applicants will then be invited to the interview process.

The Interview Process

We are passionate about individuals being the best that they can be and appreciate that an interview process may be stressful. Whilst thorough, we aim that the process will be as pleasant as possible to allow each individual to perform to their potential.

The interview process may include additional elements alongside the formal interview questions.