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**Caretaker (Part Time/All Year)**

**Required from: Immediate start**

**Job Description and Person Specification**

**Introduction from the Head**

Our wonderful Senior School and Sixth Form are enviably located in the historic Saighton Grange buildings, with stunning views across beautiful countryside towards the Welsh mountains and the Cheshire sandstone ridge; and our dedicated Infants and Junior School is just down the road in the charming and picturesque village of Aldford.

Our College is a unique, inspiring, and memorable place to learn and grow, where our caring and committed teaching and support staff will do all that they can to help our pupils to be the best that they can be.

We are a safe and friendly school community, where we look out for each other and where we work with each child’s individual interests, passions, and strengths; while also encouraging them to try new things, take risks, and be creative.

Our aim is to lead and coach our pupils during these critical, formative years, so that they may leave us at the end of Sixth Form having achieved the best that they can academically; and with a clear sense of who they are as a person and how they can go on to make a positive difference to our world in the uncertain future ahead – with courage and with compassion.

Thank you for taking the time find out more about us. If you feel that you could bring the right balance of care, commitment, expertise, and enthusiasm to this role, we would welcome your application.



Craig Jenkinson, MA (Oxon), PGCE, MInstLM

**The Post**

We are seeking a passionate, hardworking and people focused School Caretaker. In consultation with the Estates Manager, they will be responsible for all matters relating to the daily operation and routine maintenance and cleaning of the Infant and Junior School (Aldford) school premises and Saighton School premises. They will work as an active member of the College site support team, carrying out duties as required dependent on the programme of works.

The weekend caretakers at the College will be expected to work flexibly and variable hours. They will be expected to work on a monthly rota, working a minimum of 28 hours per week as per the below:

**Month 1:**

Saturday – 8.30 – 6.30 (with one hour unpaid lunchbreak). On occasion they may be required to work 8.30 – 8.30 (with one hour unpaid lunch break) for which they will be required to submit a timesheet for the additional 2 hours.

Sunday – 9.00 – 4.30 (with a 30 minute unpaid lunch break). On occasion they may be required to work 8.30 – 6.00 (with one hour unpaid lunch break) for which they will be required to submit a timesheet for the additional 2 hours to normal.

Monday - 8.30 – 3.30 (with one hour unpaid lunch break)

Tuesday – 8.30 – 3.30 (with one hour unpaid lunch break)

**Month 2:**

Monday – 8.30 – 4.30 (with one hour unpaid lunch break)

Tuesday – 8.30 – 4.30 (with one hour unpaid lunch break)

Wednesday – 8.30 – 4.30 (with one hour unpaid lunch break)

Thursday – 8.30 – 4.30 (with one hour unpaid lunch break)

Hours of work may vary during non-term time and will be confirmed by the Estates Manager, to ensure that maintenance, project work and cleaning is completed across both sites as required. Location may also be changed depending on the needs of the College.

**Key Qualities and Person Specification**

* Prior experience in caretaking / facilities management/ cleaning role essential
* Must have a positive and enthusiastic approach
* Punctuality and reliability are essential
* Flexibility to assist in covering team absences (caretakers and cleaners) across either site, as and when required.
* Ability to plan work under own initiative
* Excellent inter-personal, communication and organisational skills
* Ability to work constructively as part of the team of staff at Abbey Gate College
* Minimum GCSE English and Maths grade A – C (or equivalent)
* Full clean driving licence
* Basic Health and Safety / First Aid qualification desirable

**Responsibilities and Duties**

1. Opening / locking up all buildings, ensuring site is completely secured and all alarms correctly set before site is vacated at night.
2. Janitorial duties.
3. Ensuring that the site is always kept clean and tidy, to include litter collection, emptying bins, removing all waste etc. to the appropriate area.
4. At the Infant and Junior school, assist with lunchtime duties e.g playtime supervision as and when required.
5. Cleaning tasks as required including moping, cleaning surfaces, cleaning glass doors, hoovering.
6. Responsible for forward planning of work in accordance with the requirements of the weekly / termly events schedule.
7. Moving and setting out of staging, chairs and tables for all school events, using correct manual handling techniques.
8. Delivery of packages / equipment to various departments within the College.
9. Carry out daily maintenance checks of all buildings and plant / equipment (including heating and lighting) ensuring issues are reported immediately, and good records are maintained.
10. Carry out daily / weekly / monthly checks of firefighting and fire safety equipment in line with College procedures and legal requirements, including thorough recording of all checks.
11. Assist the Estates Manager in annually recording and updating Risk Assessments of the whole site.
12. Ensure that the College complies with all current legislation in relation to Health & Safety and maintain appropriate records.
13. Manage external contractors whilst on site, monitoring the performance of their work to ensure it is carried out to a high standard and follow College procedures at all times.
14. To assist the Estates Manager in the deployment of site staff to ensure appropriate levels of cover are maintained (especially during College events outside of normal working hours).
15. To work across both sites (Aldford and Saighton) to cover periods of absence of other caretakers and cleaning staff as and when required (including weekend working and evenings).
16. Any other duties as required.

**Support for the College**

1. To support the College’s commitment to safeguarding children and promoting their welfare at a level appropriate to this role.
2. Be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
3. Contribute to the overall ethos/work/aims of Abbey Gate College;
4. Participate in training, meetings, and performance development activities as required.

**Terms and Conditions of Employment**

The successful applicant will be required to work Monday to Friday, on a rota basis as outlined above.

Salary - £14,688 0.8 FTE (£18,360 FTE)

Holidays – 25 days holiday in addition to the normal 8 Bank Holidays.

**Child Protection**

Abbey Gate College is committed, as a priority, to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

Whilst criminal convictions are not necessarily a bar to appointment, this safety consideration will be central to all decisions regarding the employment of staff, approval of volunteers, and standards of external contractors.

**Equal Opportunities**

We are committed to treating all employees with dignity and respect, regardless of race, gender reassignment, pregnancy and maternity, age, sexual orientation, sex, religion or belief, marriage and civil partnership, and disability. We, therefore, welcome applications from all members of the community.

**Process for Applications**

**Deadline: 22nd November 2021**

**Interviews: TBC**

Please apply by completing our Abbey Gate College application form along with a covering letter addressed to the Director of Finance and Operations, Mrs Rachel Kennedy, explaining your interest and suitability for the role, and returning it to[hr@abbeygatecollege.co.uk](mailto:hr@abbeygatecollege.co.uk)

References for shortlisted candidates **will be taken** prior to interview; please inform your referees.

Please visit our website at[www.abbeygatecollege.co.uk](http://www.abbeygatecollege.co.uk)for more information about the College.