



### Robertsbridge Community College

Robertsbridge Community College is the smallest secondary school in East Sussex. It is set in a picturesque 4 acres of grounds backing onto an area of outstanding natural beauty. It has a number of buildings dating from the 1950's to 2014. The successful candidate will play a vital role in ensuring that the learning environment and site are maintained and developed to the highest standard.

Robertsbridge Community College is seeking a caretaker as soon as possible to join the existing team. The successful candidate will work as part of a team of four people responsible for running the site. All of these roles cover each other for absence, or holidays. Working hours during school holidays may follow a different pattern by negotiation.

This role is the Caretaker 2 position working 13.30 – 21.30 as below, however flexibility is required from the team to cover shifts as required.

We may consider applications for a job share of morning and afternoon shifts between caretaker 1 and 2 positions, either on a flexible basis or by undertaking one term on one term off, so would also welcome an application on this basis.

The current working hours are

Caretaker 1	6.30 – 14.30 (6.30 - 14.00 on Friday)	37 hours
Caretaker 2	13.30 – 21.30 (12.30 – 20.00 on a Friday)	37 hours
Asst Caretaker	12.30 – 3.30 RCC – external areas / hall / parcels 7.30 – 8.12 RCC (Heads Office / staffroom)	16 hours
Caretaker Claims only	Weekend and holiday cover	Claims as required

We are looking for a Caretaker who:

- can work on their own initiative and as part of a team.
- can provide a high quality service ideally including extended DIY and maintenance skills, and ensure site security.
- can ensure the school cleaners works to a high standard.
- can support the day to day running of the school, completing urgent staff requests.
- can carry out a portorage service of parcels and equipment around the site.
- Can drive a minibus (D1 on driving licence) or prepared to undertake the training.

The role will include some handyperson skills (painting/carpentry/plumbing), to ensure that the maintenance and upkeep of the school premises make it safe, secure and pleasant.

The role is advertised at two pay grades. The higher grade will be available to those candidates who can demonstrate building or trade skills that fit the needs of the College and existing team. There may be the opportunity to undergo training, and progress over time to the higher role.

The Caretaker grades are

- Caretaker 3 – Single Status 4 £16,120 - £16,778
- Caretaker 4 – Single Status 6 £ 18,578 - £19,728

The caretaker will also be responsible for undertaking all relevant Health & Safety checks and complete all associated paper work, and managing contractors while on site.

It is essential that the caretaker is able to take responsibility and be flexible in their approach to working with colleagues. A positive attitude and the ability to prioritise work are requirements of this role.

The evening part of the role will involve some lone working. Personal protective devices are installed at the College for the safety of the postholder.

### **Key responsibilities**

- To support the Business Manager, locking/unlocking the premises, cleaning, minor repairs, ensuring that school activities can take place without disruption and that Health & Safety requirements are complied with.
- To carry out a programme of ongoing maintenance, improvement and new work as identified by the Business Manager.
- To support risk assessments relating to the school buildings and the school grounds, to ensure that students, staff and other users have a healthy and safe workplace.

- To maintain effective security systems and procedures throughout the building and premises (including security checks when the school is closed) liaising as necessary with the Local Authority, Emergency Services and outside firms to maximise the security of the premises and its contents and to reduce likelihood of fire and opportunities for vandalism.
- To ensure the continuous improvement in the quality of standards of service, the cleanliness of the site and maintenance of buildings.

**Administration:** complete appropriate records, e.g. site safety checks, utility use, order forms, where necessary and monitor stock levels of cleaning and other materials.

**Security of Premises and Contents:** to be responsible for securing of the premises by setting / un-setting of security alarms each day, locking/unlocking different areas of buildings and to check windows are closed.

**Buildings:** to undertake part of the daily cleaning of the school ensuring that the work is completed to a high standard and complies with safe working practice. Liaise with contractors as necessary.

**Grounds Care:** ensure grounds are kept in a clean and tidy condition.

**Electrical Installations:** replace lamps/diffusers where accessible. Replace tube, starter, diffuser (not sealed units), where practicable, and inspect electrical fittings and arrange for Contractor to deal with any defects.

**Heating Systems:** to operate the heating and hot water plant, ensuring that recommended temperatures are maintained and implementing energy conservation measures.

**Emergencies:** deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires, and breakages as appropriate. Liaise with contractors as necessary.

**General:** To arrange or undertake the movement of furniture and heavy teaching equipment as required in accordance with school timetables and ad hoc requests, including assemblies, lunch and examinations.

## **Other**

**Subject to the duration of the need, the special conditions given below apply:**

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- It is vital to the ethos of the support team that the Caretaker is flexible in taking on additional tasks, willing to offer help to and cover for other members of the team and treats co-operation and support for colleagues as a top priority.

- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the College.
- This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

### **Safer Recruitment Procedure**

Robertsbridge Community College is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below and on the following page. Please do not hesitate to contact the school if further detail is required.

### **Disclosure**

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. Nondisclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

### **Short listing**

Short listing will occur at a number of stages and only those candidates meeting the right criteria will be taken forward.

### **Interview**

Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

### **Reference checking**

References from the previous and current employers will be taken up for shortlisted candidates, possibly before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided.

### **Probation**

All new staff will be subject to a probation period of 12 months (which may, in certain circumstances, be extended by up to 10 weeks).

The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Robertsbridge Community College with the opportunity to monitor

and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

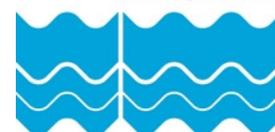
### **Equal Opportunities**

Robertsbridge Community College is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. If you require assistance in reading this information or in completing the application form, please contact [admin@robertsbridge.org.uk](mailto:admin@robertsbridge.org.uk) for assistance.

We are always happy to show you round and answer any questions you may have. Please do not hesitate to contact us to arrange a tour or informal discussion about the role. You can contact by telephone 01580 880360 x 170 or [devans@robertsbridge.org.uk](mailto:devans@robertsbridge.org.uk)

The closing date is Monday 19<sup>th</sup> June 2017. Please send completed applications to [finance@robertsbridge.org.uk](mailto:finance@robertsbridge.org.uk) or by post to David Evans, Business Manager, Robertsbridge Community College, Knelle Road, Robertsbridge East Sussex, TN32 5EA

East Sussex  
County Council



## **EAST SUSSEX COUNTY COUNCIL**

### **Job Description**

<b>DEPARTMENT:</b>	Schools
<b>LOCATION:</b>	Countywide
<b>JOB TITLE:</b>	Caretaker Level 3
<b>GRADE:</b>	East Sussex Single Status Grade 4
<b>RESPONSIBLE TO:</b>	Headteacher
<b>MAIN PURPOSE OF THE JOB:</b>	To provide an effective caretaking service, to supervise Assistant Caretaker(s) and/or cleaning staff and to inspect and record standards of cleaning and grounds.

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### **KEY TASKS**

1. Inspect, monitor and record building cleaning standards and cleaners'/contractors' performance in accordance with the County Building

Cleaning specification. (Liaise with Contractors' Cleaning Supervisor on standards and provide access to Cleaning Contractor's staff, within approved times.)

2. Be responsible for ensuring the routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.
3. Carry out security procedures for school buildings and grounds in accordance with East Sussex County Council policy.
4. Contact directly the appropriate services in the event of the following emergencies: fire; flood; break-in; vandalism; accident.
5. Carry out necessary duties where alarm systems are installed.
6. Assist with enquiries from officers and employees of the LEA, and contractors, and report their presence to the Headteacher/nominated officer. Direct contractors to the site of repair and maintenance work. Inspect, monitor and record work performance.
7. Take suitable measures as deemed necessary to ensure the protection of the school.
8. Notify the Headteacher /nominated officer and contractors, where appropriate, of the necessity for any repairs or maintenance.
9. Carry out non-specialist building maintenance work, e.g. plumbing, glazing, carpentry, decorating etc., where such work is agreed as being within the reasonable capacity of normal handyman/DIY Skills with strict adherence to Health and Safety regulations.
10. To read meters and record as required, including assistance with energy conservation procedures.
11. Clean outside hard areas three times per week, e.g. playground, paths and entrances, collect all litter, empty and collect litter from outside bins and convey to nominated collection or disposal point. Clean gullies and drains at surface level.
12. Operate Heating and hot water supply plant in accordance with County Instructions and carry out frost precaution procedures.
13. Take out of use caretaking and cleaning equipment known to be faulty and report the need for repair.
14. Remove all refuse internally collected from within the school and convey to nominated collection point for incineration or collection by refuse contractor.

15. Accept deliveries of stores, materials and other goods and convey to appropriate storage areas.
16. Maintain adequate supplies of caretaking requirements and cleaning materials and keep records.
17. Move furniture and equipment as required.
18. Carry out cleaning in specified areas as allocated by the school, including emergency cleaning as required i.e. as a result of an accident, sickness, vandalism. May be required to clean critical areas e.g. toilets.
19. During school closure periods undertake floor treatment work i.e. preparation, application of polishes and seals and carpet shampooing, based on consultations between caretakers/nominated officers and Area Supervisor. Inspect and maintain certain school equipment, effect minor repairs and report defects.
20. Replenish consumables items i.e. soap, towels, toilet paper etc. as required throughout the school.
21. Supervise, direct and train site supervisor and cleaners.
22. Replace light source. Clean accessible light fittings, shades and diffusers and replace where necessary and where fittings are 3.5 metres or less from ground level.
23. Monitor fuel levels, ordering fresh supplies as necessary and keeping records.
24. Ensure that all medical waste is sealed and placed ready for collection.
25. Empty Sanitary Disposal Units/Incinerators.
26. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



## EAST SUSSEX COUNTY COUNCIL

### Person Specification

**Post Title: Caretaker 3**

**Location: Countywide**

**Grade: Single Status 4**

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to undertake a range of caretaking and cleaning duties</li> <li>• Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date</li> <li>• Ability to act on own initiative, dealing with any unexpected problems that arise</li> <li>• Ability to demonstrate good inter-personal skills to communicate with a range of people</li> <li>• Ability to provide high quality supervision, training and support to Assistant Caretaker and/or cleaning staff</li> <li>• Ability to inspect and record the work of others</li> <li>• Ability to work effectively and supportively as a member of the school team</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to demonstrate commitment to Equal Opportunities</li> </ul>		
<b>Education &amp; Qualifications</b>			<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of the main Health &amp; Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment</li> <li>• A sound knowledge of the building cleaning standards contained in the County Building Cleaning specification</li> <li>• A knowledge of procedures associated with the recruitment, supervision and training of other employees</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of carrying out specialist building maintenance work, within the reasonable capacity of a normal handy person</li> <li>• Experience of keeping work records</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge</li> <li>• Willingness to maintain confidentiality on all</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>

	school matters		
<b>Date (drawn up): November 2009</b> <b>Reference of Officer(s) drawing up person specifications: JM</b>			

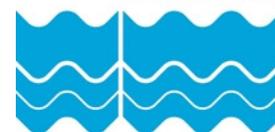
**EAST SUSSEX COUNTY COUNCIL**

**Health & Safety Functions**



This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	<input type="checkbox"/>
Moving & handling operations	X
Occupational Driving	<input type="checkbox"/>
Lone Working	X
Working at height	X
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	X
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>



**EAST SUSSEX COUNTY COUNCIL**

**Job Description**

<b>DEPARTMENT:</b>	Schools
<b>LOCATION:</b>	Countywide
<b>JOB TITLE:</b>	Caretaker Level 4
<b>GRADE:</b>	East Sussex Single Status Grade 6
<b>RESPONSIBLE TO:</b>	Headteacher
<b>MAIN PURPOSE OF THE JOB:</b>	To provide a caretaking service, to supervise Assistant Caretaker(s) and/or cleaning staff and to ensure high standards of caretaking/cleaning staff. To provide a building maintenance service.

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**KEY TASKS**

1. Inspect, monitor and record building cleaning standards and cleaners'/contractors' performance in accordance with the County Building Cleaning specification. (Liaise with Contractors' Cleaning Supervisor on standards and provide access to Cleaning Contractor's staff, within approved times.)
2. Be responsible for ensuring the routine and emergency opening and closing of school premises and grounds. Where possible, ensure access in the event of snow, flooding or other emergency situations.
3. Carry out security procedures for school buildings and grounds in accordance with East Sussex County Council policy.
4. Contact direct the appropriate services in the event of the following emergencies: fire; flood; break-in; vandalism; accident.
5. Liaise direct with planning officers, architects, surveyors and officers of the county council.
6. Direct contractors to the site of repair and maintenance work. Inspect, monitor and record work performance.

7. Take suitable measures as deemed necessary to ensure the protection of the school.
8. Carry out specialist building maintenance work, including programmes of renewal/redecoration, with strict adherence to Health and Safety regulations.
  - Carpentry – repairs to doors, windows, broken keys in locks, door closure adjustment, repairs to drawers and furniture.
  - Glazing – temporary repairs, making safe, methods available.
  - Plastering and Concrete – repairing patches, floor and steps. Non slip.
  - Plumbing – pipe freezing, fitting stop taps, simple plumbing
  - Electricity – simple replacements. Portable appliance testing
  - Welding – simple repairs with Arc Welder.
9. Take out of use caretaking and cleaning equipment known to be faulty and report the need for repair.
10. Liaise with suppliers and order caretaking, cleaning and some DIY supplies, ensuring adequate supplies are maintained. Manage own budget and provide regular reports to Headteacher/nominated officer.
11. Undertake electrical testing of portable equipment.
12. Maintain swimming pool, where appropriate
13. During school closure periods ensure floor treatment work is undertaken, i.e. preparation, application of polishes and seals and carpet shampooing, based on consultations with the Area Supervisor. Inspect and maintain certain school equipment, effect minor repairs and report defects.
14. Recruit, supervise, direct and train assistant caretaker and cleaners.
15. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



## EAST SUSSEX COUNTY COUNCIL

### Person Specification

**Post Title: Caretaker Level 4**

**Location: Countywide**

**Grade: Single Status 6**

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to undertake a range of caretaking and cleaning duties</li> <li>• Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date</li> <li>• Ability to act on own initiative, dealing with any unexpected problems that arise</li> <li>• Ability to demonstrate good inter-personal skills to communicate with a range of people</li> <li>• Ability to provide high quality supervision, training and support to Assistant Caretaker and/or cleaning staff</li> <li>• Ability to direct, inspect and record the work of others</li> <li>• Ability to work effectively and supportively as a member of the school team</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to demonstrate commitment to Equal Opportunities</li> </ul>		
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant qualifications and/or experience in specialist building maintenance work in one or more areas e.g. carpentry, plastering, glazing, plumbing, electricity etc.</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of the main Health &amp; Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment</li> <li>• A sound knowledge of the building cleaning standards contained in the County Building Cleaning specification</li> <li>• A knowledge of procedures associated with the recruitment, supervision and training of other employees</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of carrying out specialist building maintenance work within the reasonable capacity of a normal handyperson</li> <li>• Experience of keeping detailed work records</li> <li>• Experience of managing a budget</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge</li> <li>• Willingness to maintain confidentiality on all school matters</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>
<b>Date (drawn up): November 2009</b> <b>Reference of Officer(s) drawing up person specifications: JM</b>			

## EAST SUSSEX COUNTY COUNCIL

### Health & Safety Functions



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Using display screen equipment	X
Working with children/vulnerable adults	<input type="checkbox"/>
Moving & handling operations	X
Occupational Driving	<input type="checkbox"/>
Lone Working	X
Working at height	X
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	X
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>