

Job Title:	Caretaker/Groundskeeper
Salary/Range:	£22,948
Hours:	37.5 hours per week (Permanent)
Base:	Nancealverne School/Cury School
Responsible to:	Premises Supervisor / Headteacher
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	Internal: Premises Supervisor, Headteacher, School management team, staff, pupils External: Approved contractors and suppliers, cleaning staff, parents and visitors to the school

Main Purpose of Job:
<ul style="list-style-type: none"> To undertake general maintenance of the school's buildings, grounds and facilities. To ensure the building is compliant, to assist in maintaining the security of the premises. Carrying out daily site checks/safety inspections and compliance duties. Will be expected to work across three school sites (Penzance and Helston).

Main Duties and Responsibilities:
<ul style="list-style-type: none"> To act as assistant to the premises supervisor, shadow their role and act as their cover in times of absence / annual leave To be responsible for opening the building, carrying out all necessary safety inspections and compliance duties To carry out painting and decorative duties across both our sites To assist in the running of the school's hydrotherapy pool To be a trained fire warden & participate in evacuation processes as agreed and in accordance with the school's recognised Evacuation Procedure To act as joint keyholder for the site, always ensuring security including the operation of alarms and be available for call-out on a rota basis To report any major defects in building, equipment and security systems observed in the course of duties and to liaise with approved contractors. To visually monitor the condition of fire extinguishers, ensuring all extinguishers are regularly serviced and that hoses and fire blankets are kept in good condition To participate in evacuation processes as agreed and in accordance with the school's recognised Evacuation Procedure. To assist in the collection and disposal of all refuse and ensure the school buildings and grounds are free of litter and graffiti. To ensure, in winter especially, that access roads, pavements, steps and playgrounds are always safe for use. To take deliveries of stores, materials and other goods and to undertake portering duties as required (including moving furniture, equipment etc). To undertake the efficient operation of the heating system and record and monitor gas / electricity / water (as applicable) meter readings/returns as required To undertake routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary and maintain records and complete paperwork as required. To assist cleaning team to ensure cloakrooms are stocked with soap, towels etc. To perform ad hoc cleaning duties, high level cleaning and undertake emergency cleaning and some high-level cleaning at the end of the school terms. To transport meals between our 2 school sites using the school's vehicle if required You will be expected to be responsible for your own continued professional development and ensure that any qualifications are current in line with specification of the relative governing bodies. You must make line manager aware of all training needs.

General/Other:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy and the trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To be aware of and adhere to all Trust policies and procedures
- To liaise with Premises Supervisor to organise annual leave and cover holidays

Grounds maintenance of all outdoor areas to include:

- Grassed areas, artificial grass, and gravelled areas.
- Bushes / hedges (cut when needed, care must be taken not to disturb any nesting birds)
- All wooden planters, maintenance and general upkeep
- Cornish dry wall
- Borders
- Fence line (prior notice must be given to neighbouring property and extra care taken)
- All weather sports court
- Paths, pavements, carpark (tarmac areas) to include line marking when needed. During periods of ice and snow assist in keeping areas clear and safe to use.
- Drains, guttering and gullies kept clear to allow free passage of water
- Windows, doors and frames cleaning
- To assist in the upkeep of the sensory garden and water features
- Particular care must be paid around trees and trim trail posts (no strimming, manual tools only)
- To keep all areas litter free and clean and tidy after any works have been undertaken.

Equipment

- To be responsible for the maintenance of all machinery and equipment related to the role. Arranging for servicing when required.
- To be responsible for the safe storage and transportation of flammable liquids, and all other COSHH related to the role. Accurate lists of all COSHH items must be given to the line manager so that COSHH Risk Assessments can be obtained.

Health And Safety

- To comply with the requirements of the Health and Safety at Work Act, 1974 and any other Acts, regulations or orders pertaining to the health and safety.
- To comply with all SPT and Nancealverne school policies, (H&S, Safeguarding Etc).
- To be an active part of the school H&S team
- To report any faults found using the school traffic light system.
- H&S hazards that pose a severe risk must be made safe where possible then immediately reported directly to line manager or Head teacher.
- To assess the risks of undertaking any works prior to starting and inform all necessary parties before work commences.
- Where necessary to use temporary barriers / fencing and appropriate signage to ensure safe work can be undertaken.

P.P.E

- To ensure all the necessary P.P.E is worn at all times when undertaking any activities.
- To report to line manager when replacement PPE is required.

SITE SECURITY

- To ensure site security is maintained when entering / exiting gates ensuring Pupil safeguarding is maintained at all times.
- To be an entrusted key holder with privileged site codes. This information is exclusive to SLT and premises team and must be kept confidential.

To be willing to undertake the following training

- Pool plant operator level 3
- Chemical Spraying PA1 and PA6
- Asbestos awareness
- ACOP L8 (legionella awareness)
- Working at heights
- PUWER

PERSON SPECIFICATION

Job Title: Caretaker / Groundskeeper

Department: Nancealverne school and all associated sites.

Person specification prepared by: Gareth Gittins

Date: 4th October 2024

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	A minimum of 2 years practical experience of building and grounds maintenance work.	3 years practical experience of building and grounds maintenance work in a school or similar environment.	Application form & Interview.
<u>Qualifications & Training</u>	Level 2 NVQ, GNVQ or minimum of 5 GCSE's (Grade C or above) plus suitable trade qualification (or relevant experience). Level 1 qualifications may be considered if accompanied by extensive relevant experience. Proficient using windows/IT systems/MS Office	Level 3 Pool Plant Operator Lifting & manual handling training. High level cleaning safety training/ Working at Heights training Chemical Spraying PA1 and PA6 Asbestos awareness ACOP L8 Working at heights H&S level 2 qualification.	Application form.
<u>Special Knowledge & Skills</u>	Good practical skills. Good organisational skills. Good communication skills. Good general knowledge of building maintenance/ repairs	Recognised trade skill: carpentry, plumbing, electrical, grounds maintenance etc.	Interview.
<u>Any Additional Factors</u>	Ability to work on own initiative, self-motivated. Comfortable with young people.	Experience of working in a school environment.	Interview.

Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

Please be advised that following KCSIE we will be conducting a simple online search of all short-listed candidates prior to interview.

How to apply:	To download an application pack or apply online please visit: www.nancealverne.org.uk Please complete an application form in full and return to: Jessica Jackson, School Administrative Manager. Please note that we do not accept CVs.
Contact details:	Address: Jessica Jackson, School Administrative Manager, Nancealverne School, Madron Road, Penzance, Cornwall, TR20 8TP. Tel: 01736 365039 E-mail: jjackson@nancealverne.org.uk
Closing date:	Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.