



Hawarden High School
Ysgol Uwchradd Penarlâg



Assistant Caretaker

May 2022

Candidate Information

Pack



The Highway

Hawarden

CH5 3DN

Tel No: 01244 526400

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E-mail: hhmail@hawardenhigh.flintshire.sch.uk

Headteacher: Simon Budgen

Assistant Caretaker

Required as soon as possible

27.5 hours per week, plus additional hours / overtime as necessary

Leave entitlement to be taken during school holidays

Salary / Grade: 01

Salary £18,333-19,264 (pro rata)

(Actual salary £13,625 - £14,317)

This permanent post involves general caretaking and other duties during the hours 1.00pm until 6.30pm Monday to Friday. The person appointed will be required to support the Senior Caretaker in undertaking duties relating to the security of the school site alongside a variety of minor premises repair / re-decoration, cleaning and grounds maintenance tasks.

The successful applicant will demonstrate energy, commitment to the role, initiative and flexibility. An induction programme will be provided for the successful applicant

The school, which is successful and over subscribed, is situated in an attractive area close to the border, just 6 miles from Chester and within easy reach of the North Wales coast, Liverpool and Manchester.

Application forms should be returned (via email only) to, Mrs L. Donnelly, Head's P.A., at the school, by **9.00 a.m. on Monday, 13 June 2022.**

It is a requirement that the postholder registers with the Education Workforce Council in order to carry out this position.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS check prior to taking up the appointment.

May 2022

Dear Prospective Applicant



Post of Caretaker

Thank you for your response to the advertisement. This is a key non – teaching role within the school and we are looking for a candidate who is a highly reliable, self – motivated person with a wide range of practical skills. The successful candidate will need to demonstrate that s/he can communicate well with teaching and support staff, pupils and contractors to provide a high level of support to the school community. The successful candidate will work under the direction of our Senior Caretaker, Mr Ryan Birch, and join a highly motivated team of staff in this popular and successful school. The appointee will benefit from a structured induction programme to acquaint him / her with all aspects of the role.

There may be a requirement for the post holder to undertake additional hours on occasions during term time for which additional payments will be made.

The application pack comprises a number of documents which will, I hope, assist you in your decision to apply for the post. It contains:

- ◆ Advert
- ◆ Job Description

In the event that you decide to apply, I ask that you should send your application (either by post or email to: lisa.donnelly@hawardenhigh.flintshire.sch.uk) to Mrs L. Donnelly, my P.A., to arrive no later than **9.00 a.m. on Monday, 13 June 2022**. I ask that you should enclose the following documents:

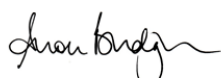
- ◆ Application form (you may supplement this with a C.V. if you wish but all shortlisted applicants must complete an application form to be considered), including the names and addresses of two referees.
- ◆ Your letter of application.

Shortlisting will take place on Tuesday, 14 June with interviews to be held on **Thursday, 16 June**. Applicants who have not been contacted by 14 June should assume that, on this occasion, their application has been unsuccessful.

In the event that you require further information in advance of submitting your application, please do not hesitate to contact me.

We look forward to hearing from you.

Yours sincerely



Simon Budgen
Headteacher

JOB TITLE:	Caretaker
REPORTS TO:	Senior Caretaker
SALARY/GRADE:	4.8 (B)
WORKING ARRANGEMENTS:	27.5 Hrs - 52Wks
DATE:	June 2022

Job Purpose

To carry out a range of duties to provide for the general security and maintenance of the school premises. Main key holder responsible for the security of the school premises. Undertake minor repairs within the school and ensure a clean, safe and tidy environment is maintained. To comply with health and safety regulations and legislation, including undertaking and routine checks of furnishings and equipment and report any concerns to the line manager.

Principle Accountabilities & Responsibilities

- As a main key holder to be responsible for the security of the school premises and to assist the line manager in ensuring adequate cover is available during absences. To be responsible for the locking and unlocking of school premises (including outside of normal school hours) and for setting school security alarms as required. Responding to the security alarm or other call outs in accordance with agreed procedures
- To arrange regular checks on alarm systems and fire extinguishers and report any problems arising
- To identify and report building, furnishing or fitting deficiencies to the line manager and to undertake remedial action that may be authorised and appropriate. This may involve obtaining quotes or arranging emergency repairs from external contractors when required by the line manager
- To undertake a range of handy person duties as directed by the line manager to contribute to the maintenance of school premises and its furnishings e.g. minor painting and decorating duties and small scale improvements such as fitting shelves or notice boards
- To escort contractors and other persons to sites of repair and maintenance and, where directed, monitoring the safety of working practices and / or quality of work highlighting any issues to the line manager for resolution
- To be responsible for taking the delivery of stores, goods and equipment and arrange storage or distribution as required
- To report any defects to the school heating systems to the line manager and to monitor usage of electricity, water and any other fuel by taking such meter readings that may be required
- To set out and put away furniture and other equipment required for school events and undertake general portering duties as required by the line manager
- To undertake any cleaning duties if and when required
- To proactively maintain a clean and safe environment of the school both internally and externally.

General

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
2. The duties and responsibilities listed in this job description should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities as directed by the Headteacher and commensurate with the grading of the post

3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Comply with all policies and procedures relating to child protection, health and safety, security and confidentiality of data reporting all concerns to an appropriate person.
5. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder will require an Enhanced DBS Certificate.