



# ST THOMAS MORE CATHOLIC HIGH SCHOOL

Lynn Road, North Shields, Tyne & Wear NE29 8LF  
Telephone: (0191) 258 8340  
E-mail: [info@stmacademy.org.uk](mailto:info@stmacademy.org.uk) [www.stmacademy.org.uk](http://www.stmacademy.org.uk)

Headteacher: Mr D Watson BSc  
Deputy Headteacher: Mr M Henderson BA

## ROLE DESCRIPTION

<b>Job title &amp; Grade</b>	Assistant Caretaker NJC Grade 4
<b>Accountability</b>	Responsible to the Facilities Manager
<b>Hours</b>	Minimum 38 hours 10mins per week worked over 5 days to be worked across a split shift rota during term time which are required to be flexible comprising a morning shift and an afternoon/evening shift. Times currently range from 0700-1045 daily followed by 1455 restart with flexible finish. The post holder will be required to work flexibly, meaning they would work a different working pattern during school holiday periods (e.g. 0800 to 1600 Mon- Fri) and they may be required to work overtime e.g. to help facilitate contractor weekend working and/or evening Lettings when necessary or to attend emergency/alarm call outs.
<b>Annual Leave</b>	23 days rising to 28 after 5 years service
<b>Probationary Period</b>	6 months from date of appointment
<b>Trade Union Membership</b>	St Thomas More recognises and works with a variety of trade unions. The postholder is entitled to join any trade union
<b>Job Purpose</b>	To work under instruction/guidance of the Facilities Manager providing a caretaking service to St Thomas More Catholic High School or any partner school. To undertake the security of a school premises and its contents (including the operation of fire and intruder alarms and key holder responsibilities). To maintain the school premises in relation to lighting, heating and cleaning including maintenance and operation of plant; portorage and handy person duties and such other duties which may arise from the use of the premises. Such duties may be at the direction of the Facilities Manager, or via requests from school staff
<b>General</b>	Contributing to the effective working of the school and broader caretaking team. Participate in team meetings and identify training and development needs. Take pride in the school, the site and their own general appearance
<b>Confidentiality</b>	All employees are required to maintain confidentiality regarding any information about finance, students and employees.
<b>Investors in People</b>	St Thomas More is an IIP organisation and is committed to the training and development of its employees
<b>DBS Checks</b>	The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. As such an enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant employment checks deemed appropriate.

## Main Duties

### GENERAL DUTIES

- maintain good relationships with children, parents, Governors and visitors to the school
- be one of the main key holders for the school and the first contact for emergencies out of hours
- ensure that the building is opened on a morning and suitably secure when not in use - this will include checking windows are closed, all exits are locked and gates padlocked, when required
- assist in setting up of the hall, as and when required
- assist with any deliveries/collections of goods to and from school, as required
- move furniture and equipment, as required, within the regulations for safe handling
- work in liaison with the cleaning team to rectify any damage or spillages
- ensure that litter bins are placed in designated positions and emptied daily
- help direct external contractors brought onto the school site and feedback any issues that may arise to the caretaking team
- to carry out any minor repairs to school equipment or building, as agreed with the caretaking team:- this may include a range of joinery, plastering, plumbing, electrical and painting tasks such as clearing blockages to cisterns, making good existing paintwork or plasterwork, replacing fuses and plugs, securing ironmongery to doors and windows etc
- assist with ensuring the building is adequately heated: this will include monitoring boiler house equipment and bleeding radiators etc
- attend relevant courses and training in connection with all aspects of the post
- to work as part of the wider caretaking team across various school sites in North Tyneside as and when required
- confidentiality and data protection, reporting all concerns to an appropriate person
- contribute to the overall ethos/work/aims of the school
- Carry out any other duties in relation to site management on an ad hoc basis.

### HEALTH AND SAFETY DUTIES

- be aware of, and comply with, policies and procedures relating to child protection, health, safety and security,
- to ensure that all areas of the school are free of graffiti, from debris, including litter and leaves, and ensure that safe and adequate pathways are cleared in snowy or icy conditions
- to carry out and record checks to a set timetable using agreed processes and systems to help maintain Health and Safety standards and records (e.g. fences, fire equipment, alarm and security systems etc)
- assist with site security and safety, and understanding the role they would play in respect of specific incidents e.g. fire drills, flood, gas leak etc
- ensure that relevant health and safety knowledge is kept up to date
- to assist in promoting good health and safety standards and practices around school

The list of duties (main and additional) is not exhaustive and may be subject to other duties commensurate with the role.

This role description is subject to review and change from time to time. This may include changing the normal place of work.

## Person Specification

**POST:       Caretaker (Grade 4)**

Applications will be assessed on the basis of this specification.

Criteria are deemed either Essential (E), or Desirable (D)

Criteria will be assessed from the application form (A) and/or at interview (I) as indicated.

Area	Criteria	E	D	A/I
<b>Skills/ Knowledge/ Aptitudes</b>	Flexible regarding working hours and variety of tasks	✓		A/I
	Good DIY skills e.g. joinery, plastering, plumbing, electrical and painting tasks, clearing blockages to cisterns, making good existing paintwork or plasterwork, replacing fuses and plugs, securing ironmongery to doors and windows etc	✓		A/I
	Good time management and prioritizing skills	✓		A/I
	Thorough approach to work and attention to detail	✓		A/I
	Ability to work both as a team member and unsupervised - using own initiative where necessary	✓		A/I
	Good grasp of key health and safety issues	✓		A/I
	Effective communication skills in order to liaise with staff, pupils, contractors, visitors etc	✓		A/I
<b>Experience</b>	Experience of site supervision activities including dealing with health and safety issues and maintenance tasks		✓	A/I
	Experience of working in a school		✓	A/I
<b>Qualifications and Training</b>	NVQ level 1 or equivalent in English and Maths and experience in relevant discipline/job role	✓		A/I
	No formal qualifications essential – although training in DIY skills e.g. joinery, plumbing etc would be desirable		✓	A/I
	Evidence of training and/or qualifications in Health and Safety e.g. Asbestos awareness, Manual handling, working at height etc		✓	A/I
<b>Disposition</b>	Understanding of and commitment to the aims and values of the school	✓		A/I
	To uphold the school's policy in respect of child protection matters	✓		A/I
	Friendly disposition and good sense of humour	✓		I
	Ability to work to deadlines and keep calm when faced with occasional pressures	✓		I
	Attention to detail	✓		A/I
	A positive “can do” approach to all tasks assigned	✓		I
	The ability to be flexible to cover events across the week is required.	✓		I
	Operate with discretion and professionalism at all times	✓		I
	Desire to achieve continuous improvement personally and for the school	✓		A/I