**School Caretaker**

**Full-Time**

**Welcome from the Principal**

Thank you for your interest in this post. Chase Grammar School is an academic and caring community for 3-19 year olds, with a small family feel.  We have big ambitions and a big heart for all of our students.

We offer a broad curriculum for the 21st century which promotes the academic achievement, personal development and global citizenship of all students at A Level, GCSE, and at all stages throughout our school, in small, focused classes, captured in our mission statement:

“***We reach out to provide excellence in individualised education, to nurture, extend and enrich young people to develop into the global citizens and leaders of the future.***”

Our distinctive Chase Passport is used by students throughout the school to set themselves challenges and to plan personal targets to develop each of nine character strengths which we believe are central to success in the 21st century: collaboration, creativity, decision making, empathy, global citizenship, integrity, leadership, problem solving and resilience.

Together with Chase Grammar School, Chase Grammar Prep School and Chase Grammar International Study Centre are part of one integrated campus where students work hard, learn from each other and have fun together!

I am passionate about supporting all staff to develop personally and professionally. We collaborate closely as a team of teachers and share “Tuesday Tips” every week on pedagogy, technology and strategies for students to develop their individual learning abilities.

Do visit our website and follow us on Facebook to see for yourself what a lively school we are, and I very much hope that you will want to join, and contribute to, our thriving community.

Yours sincerely



Moira Simpson

Principal

**School Caretaker**

Chase Grammar School is looking for a hard-working, honest, dependable, self-motivated person to act as School Caretaker. The School has a wide variety of maintenance requirements and every member of the team is expected to turn their hand to any maintenance or caretaking task. This particular post deals with the general up-keep to ensure all areas of the School and grounds are in an excellent state of repair and tidiness. There are a wide variety of tasks, which will be the responsibility of the Caretaker on a daily basis. You will provide routine assistance and support to the teaching staff and maintenance to the site, facilities and equipment, complying with recognised Health and Safety rules for safe working.

**Duties/Task and Responsibilities**

Maintenance

* Provide a wide variety of maintenance/caretaking requirements/tasks
* Upkeep and general care of the School
* Morning and evening traffic control for staff and parents
* Maintaining School grounds
* Be responsible for monitoring and ordering cleaning supplies and equipment
* Receive and check goods and supplies
* Routine testing of equipment and maintaining register
* To clean designated areas of the school to the highest possible standards
* Carrying out minor repairs to fixtures, fittings and equipment
* Assisting teaching staff with simple tasks as requested
* Preparation of School site for functions as required
* Ensure that clear passage is maintained on fire escape routes
* The successful candidate would be required to drive our school minibuses for students on some school trips and games fixtures.
* Any other work requested by, and deemed appropriate by the School Principal, Assistant Principal, Head of Maintenance or Transport Manager.

Hours of Work – 37 hours per week (flexible) – 52 week contract.

Your annual leave allowance would be 28 days (including Bank Holidays)

**Person Specification for Caretaker**

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are either essential or desirable in the candidates.

|  |  |  |
| --- | --- | --- |
| **Skills and personal Characteristics** | **Essential** | **Desirable** |
| Must be able to work as part of a team  | x |  |
| Good general DIY skills | x |  |
| An ability to cope with pressure  | x |  |
| A sense of humour | x |  |
| An ability to communicate effectively with parents, students and staff in a variety of ways | x |  |
| An ability to show initiative and have a flexible approach to workload | x |  |
| A commitment to the ethos of the school as a community | x |  |
| Excellent attendance record | x |  |
| Tact, discretion & diplomacy | x |  |
| Excellent time keeping | x |  |
| A concern for the reputation of the school | x |  |
| Must be familiar with Health and Safety practices | x |  |
| Experience of driving a minibus |  | X |

**Pension:** The School will contribute a percentage of pensionable salary towards a pension scheme.

**School Fees Remission:** any child of a member of staff who, having satisfied the entry requirements, and at the Proprietor’s discretion, is admitted as a student to the School will receive the benefit of the staff discount of 50% remission of the School fees.

**Working Hours:** as stated

**Probation Period:** an offer of employment will be subject to a probation period of one year, during which employment will be subject to termination with half a term’s notice on either side.

**Notice Period:** following probation, you will be required to give the School one term’s notice.

**Free Meals:** will be provided throughout the year when the School’s kitchens are open.

**Accommodation:** will be provided on campus for the use of the Caretaker and his/her family, rent free. All reasonable bills will also be covered

**Safeguarding**

Chase Grammar School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced disclosure check with the Disclosure and Barring Service, satisfactory references and must attend and comply with all Safeguarding Training and the School’s Safeguarding Policy.