



## St Philip CE Primary School, Westbrook, Warrington



St Philip's Centre District Centre  
Westbrook  
Warrington  
WA5 8UE  
Tel: 01925 445391

StPhilips\_Primary@sch.warrington.gov.uk

Dear applicant,

Thank you for taking an interest in our school. We are so proud of our wonderful school and we hope you will consider applying for this post. St. Philip's Church of England Primary school is a highly successful, three-form intake school with over 600 children on roll. Our children are delightful, and we pride ourselves on the values they demonstrate at school.

Our school is set within impressive grounds which we use widely to support the curriculum. We have ample space for sports, as well as a Forest School area. We also enjoy our Spiritual Garden as a place of calm and reflection.

Our building is maintained to a high standard and we enjoy excellent facilities which aid high quality teaching and learning. Joining our school as a caretaker, you would work with an incredible group of support staff who help to make our school a place where staff and children all flourish.

Further information about our school can be viewed on our school website at [www.stphilipwestbrook.co.uk](http://www.stphilipwestbrook.co.uk) Please do also view our promotional video which is available at [About Us - St Philip Westbrook C of E Primary School](#)

I look forward to reading your application.

Yours faithfully

*Paul Stanley*

Headteacher





## Caretaker job description

Employment details	
Job title	Caretaker – to start Thursday 11th April 2024
Reports to	Headteacher
Hours of work	Full Time – 35hrs per week Split shift – 07.00 to 10.00 & 14.15 to 18.15
Salary	Grade 4 - £23,893 fte (12.38p/hr)

### Main responsibilities:

- As a main key holder, be responsible for the security of the school premises.
- Be responsible for locking and unlocking school premises outside of normal school hours and setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures.
- Undertake and record regular checks as per checklist and report any problems arising.
- Identify and report building, furniture or fitting deficiencies to the Site Supervisor and to undertake any remedial action.
- Undertake a range of maintenance duties (i.e. those not requiring a qualified craftsman) as directed by the Site Supervisor or Headteacher, that contribute to the maintenance of the school premises (e.g. remedial painting and decorating, repairs to fittings and small-scale improvements, repairs to taps and cisterns, fitting shelves/ notice boards etc.).
- Escort contractors to site of repairs and maintenance and monitor the safety of their working practices/quality of work.
- Monitor usage of fuel, electricity, water and take meter readings.
- Monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange their safe storage and distribution as appropriate.
- Be responsible for general tidiness and safety of outside areas including:
  - Keeping drains clear of obstructions
  - Ensuring safe pedestrian access at all times, including keeping paths and entrances clear of leaves and moss, as well as gritting and snow clearing during severe weather
  - Treating car park and playground areas with salt/grit as appropriate
  - Ensuring yard and steps are free from leaves, moss and mud
  - Keep signage clean and clearly visible
  - Checking trees for broken/ overhanging branches that could pose a safety risk
- Maintain staff and pupil toilet facilities ensuring they are in working order, ensuring appropriate supplies of consumables are available.
- Deal with blocked toilets and blocked drains.





- Set out/put away furniture for school events/clubs/lunches etc. and undertake general portorage as required by the Headteachers/Site Supervisor.
- Deep cleanse specified carpet areas once per year, as directed.
- Power wash outdoor areas as directed.

#### **Health and Safety**

- Comply with the requirements of Health and Safety at Work regulations.
- Take reasonable care for the Health and Safety of yourself and others, including adherence to 'lone working' guidelines.
- Cooperate with the school to ensure that Health and Safety responsibilities are carried out.
- Perform duties in line with health and Safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately to the Head teacher or other senior person.

#### **Resources**

- Use manual tools and power tools for appropriate repair and maintenance tasks. Cleaning equipment, including buffing machine and cleaning chemicals, will be used on regular basis. Training will be arranged as necessary.
- Have an understanding how to operate school alarm systems. Training will be arranged as necessary.

#### **Knowledge and Skills**

- Willingness to undertake training, possibly off site and to attend meetings required to satisfactorily carry out the above requirements.

#### **Supervision and Management**

- The post holder will often be required to work without direct supervision, following lone working guidelines as necessary.

#### **Key contacts and relationships**

- Weekly meetings with Site Supervisor to review procedures and agree priorities.
- Build positive relationships with school staff.
- Be prepared to be flexible, on occasions, to stay beyond designated finishing time in return for overtime payment or time off in lieu e.g. Open Evenings, Concerts

Some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.





### Caretaker person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> <li>No formal qualifications necessary but evidence of appropriate levels of literacy and numeracy required.</li> <li>Evidence of sufficient technical skills to carry out the responsibilities of the post.</li> <li>Willingness to attend training courses.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance or building trades related qualifications.</li> <li>Ability to understand and apply regulations such as health &amp; safety, manual handling, legionella, COSHH etc.</li> </ul>
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>Basic awareness of health &amp; safety.</li> <li>Knowledge of cleaning standards.</li> <li>Building security.</li> <li>Supervision of cleaning and maintenance contractors.</li> <li>General maintenance and repair skills.</li> <li>Able to work on own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>Previous school experience.</li> <li>Caretaking experience.</li> <li>Experience of ordering supplies/stock.</li> </ul>
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>Able to carry out duties detailed in Job Description.</li> <li>Ability to perform the physical tasks required by the post including lifting, carrying and pushing.</li> <li>Experience in use of various equipment to undertake the duties of the post.</li> <li>Willingness to learn.</li> <li>Literate – able to maintain log: write clear instructions, orders and maintenance reports.</li> <li>Sets high standards of cleanliness and hygiene.</li> </ul>	





- Commitment to the establishment of a pleasant, clean work environment in the school.

**Personal traits**

**The successful candidate will be**

- Supportive of the ethos and values promoted within our Christian school
- Supportive of the aims and objectives of our Christian school
- Punctual, with a good attendance record.
- An excellent communicator, verbally and in writing.
- Organised.
- An excellent time manager.
- Hardworking, with high expectations of themselves and their professional standards.
- Committed to personal training and development.
- Able to work both independently and as part of a team.
- Able to maintain successful working relationships with other colleagues and children.

**The successful candidate will also be:**

- Willing and able to attend for agreed work pattern.
- Flexible re working hours and the changing responsibilities of the post.
- Adaptable.
- Able to promote good behaviour consistently.
- Able to plan and take control of situations.
- Committed to contributing to the wider school and its community.
- Able to effectively promote the school's ethos and vision.
- Capable of handling workload and successfully prioritising work.
- Professionally assertive and clear thinking.

**Additional requirements**

**The successful candidate will have**

- This post is subject to an enhanced DBS certificate (previously known as a CRB – Criminal Records Bureau).
- Evidence of their previous work experience.
- References will be requested prior to interview.





#### HOW TO APPLY:

If you wish to apply for this post with St. Philip's Church of England Primary School you should follow the steps set out below:

- Complete the general application form which is included with the advert.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Email completed application forms to [stphilips\\_primary@sch.warrington.gov.uk](mailto:stphilips_primary@sch.warrington.gov.uk) by the deadline below.

#### TIMETABLE FOR THE SELECTION PROCESS

Closing date: Monday 26<sup>th</sup> February 2024

Interview Date: Thursday 7<sup>th</sup> March 2024

Start date: Thursday 11<sup>th</sup> April 2024

