



WE'RE HIRING

- Caretaker
- Monday- Friday
- 6am-12.30pm
- 30 Hours Per Week
- Level 3- Grade 4 (SCP7-11)
- £25,584 Per Annum
- All Year Round
- Contract Type: Full Time/ Permanent
- Start Date:
Monday 3rd February 2025

Apply Now



sbm@benchill.manchester.sch.uk



JOB DESCRIPTION

Purpose of the job:

Under the guidance of appropriate senior staff: be responsible for maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area.

To manage cleaning and/or site staff and ensure cleaning is in accordance with specification.

To undertake and maintain the cleanliness and physical appearance/environment of the designated cleaning area inside and out, including maintenance of the Early Years outdoor provision/equipment in accordance with specified standards, where applicable.

To be a responsible key holder and ensure security of the premises and grounds, it's contents including monitoring CCTV or surveillance equipment where appropriate.



Main duties of job:

- Portering duties within and outside the building location, making arrangements where necessary for the movement of heavy furniture within the school.
- To carry out various maintenance and repairs in the school e.g. redecorating and fixing, and to be responsible for the operation of a preventative planned maintenance programme.
- To be responsible, in conjunction with the business manager, for the administration and control of appropriate areas of the budget, including monitoring and managing stock within an agreed budget, cataloguing resources and undertaking audits as required.
- To use all equipment in a safe manner, undertaking safety audits of the premises and assist with relevant risk assessments as required.
- Where appropriate, to liaise with the school meals service contractors in relation to their use of the site and provision of their service.
- To assist the Headteacher in the management, administration and operation of lettings systems.



- To establish constructive relationships with contractors and other agencies/professionals and monitor/record performance against specified standards.
- To advise the Headteacher on matters relating to energy control and conservation.
- Where appropriate, to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Headteacher.
- To be responsible for maintaining records, information and data (including electrical testing of portable electrical appliances) and producing analysis and reports as required.
- Be aware of, comply with and ensure that all policies and procedures relating to Health and Safety and security, confidentiality are adhered to and report all concerns to an appropriate person.
- To work as part of a team, to support colleagues and contribute to the vision and ethos of the school and be committed to personal development.
- To undertake any other duties that are commensurate with the grade.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.



JOB SPECIFICATION

For this job we are looking for:

- Caretaking/site-keeping experience in a school or similar environment.
- Experience of monitoring a budget and managing stocks/resources within an agreed budget.
- Good numeracy and literacy skills with an ability to keep accurate records.
- Willingness to develop knowledge of use of ICT and other specialist equipment/resources.
- An ability to undertake all the physical aspects of the job.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults within the school environment.
- Knowledge of Health & Safety and hygiene procedures and precautions.
- Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate.
- Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures.
- Excellent organisational skills to be able to plan and deliver programmes of maintenance.
- Must be in possession of a full valid UK driving license.

Personal Style and Behaviour:

- Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.
- Self-motivation and personal drive to complete tasks to required timescales and quality standards.
- The flexibility to adapt to changing workload demands and new organisational challenges.
- Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users.
- Personal commitment to continuous self-development.
- Personal commitment to continuous service improvement.
- Willingness to consent to and apply for an enhanced DBS check.



HOW TO APPLY

Applications from suitably qualified and experienced caretakers will be by application form followed by interview and task.

Applications to be received by 12 noon on:
Monday 27th January 2025.

Applicants are encouraged to contact the school for further details and visits.

Successful applicants will be subject to suitable references and full and enhanced DBS checks.

Email your completed application form to:

sbm@benchill.manchester.sch.uk

Thank you,

Mr Steven Rooney

Headteacher