



**VACANCY FOR CARETAKER**  
(Part Time 15 hours per week / Permanent)

**Start date:** September 2024

**Salary:** Grade 5

The Governing Board of Lakeside Primary School (part of Mercia Primary Academy trust) is seeking to appoint a Caretaker to assist with the effective operation of the school.

This is an extremely exciting opportunity to join our school staff and take responsibility with the management and organisation of our substantial school site and buildings.

We would be extremely keen to hear about your experience and what you can offer our school.

The successful candidate must:

- Have experience of working within a maintenance environment and knowledge of health and safety procedures/legislation.
- Have a range of practical knowledge and skills in order to perform caretaking tasks.
- Be able to demonstrate a strong ability to use their own initiative.
- Have a positive attitude with excellent communication skills.
- Have the skills required to build good relationships with contractors working within school as well as with pupils, parents and staff.

**Job Description (*Please see Job Description and Person Specification for full details of roles and responsibilities*):**

- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary, and report defects and malfunctions to designated member of the Senior Leadership Team.
- To be responsible for maintaining the security of the premises and its contents.
- To clean light fittings, replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- Remedial action after break-ins, for example boarding up broken windows. Reglazing small internal windows.
- May be required to assist with fire evacuation procedures.
- Maintaining the closest possible communications with the School Office, Trust Business Manager, Trust Site Supervisor and staff of the school, and ensuring an up-to-date knowledge of the needs which will arise in connection with planned activities in the school.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- In the event of a burst or leaking water pipe, the water supply should be turned off, spillage removed and furnishings cleaned.
- Remove spillages and resultant stains from floors and other surfaces.
- To ensure that gullies, drains etc. are kept free from debris and that the school and grounds are litter free. Litter bins are to be emptied and the contents disposed of on a daily basis.
- To be responsible for ensuring clear and safe pedestrian access to the school, particularly in adverse weather conditions (e.g. snow clearing, gritting).
- To dispose of waste material in a safe, hygienic manner, ensuring that it is available for collection as required.

- First line maintenance of fixtures and fittings. Minor repairs as a temporary measure after break-ins, vandalism etc.
- Minor repairs to fixtures and fittings such as replacing locks,
- Minor repairs to furniture, replacing door and window catches.
- Minor improvements such as the erection of small shelves, display and notice boards.
- Advice, and/or undertake, where appropriate renovation projects
- To undertake portage tasks as required, including setting up and clearing away furniture.
- To control the provision of toiletry items, including requisition, storage and distribution of such items.
- Responsibility for replacement of paper towels, toilet rolls and soap in toilets and teaching areas e.g. Technology, Science, Art and Craft.
- To monitor stock levels of consumable items such as grit, toiletries, light bulbs/tubes and cleaning materials for which the school is responsible and arrange to replenish supplies in accordance with current procedures.
- To maintain appropriate records, including daily check list.
- To report emergencies in the case of faults with gas, electric and water supply to the designated member of the Senior Leadership Team or, where not immediately available, Technical Services, and report minor faults on site to the designated member of the Senior Leadership Team.
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the postholder's area of responsibility.

**Hours of work:** 15 hours per week, Mon – Fri, term time only

**Salary:** £8,411 per year

**Closing date:** 10<sup>th</sup> July 2024 (12 noon).

**Interview date week beginning:** 15<sup>th</sup> July 2024

Visits to the school are encouraged. Please contact the school office to make an appointment.

If you are interested in applying for this vital position at our school, please complete the application form and return it to school by email to [office@lakeside.staffs.sch.uk](mailto:office@lakeside.staffs.sch.uk) by midday on Friday 12th July.

Lakeside Primary School

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Glascote

Tamworth

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\*It is an offence to apply for a role which involves engaging in regulated activity relevant to children if you have been barred from engaging in regulated activity with children.