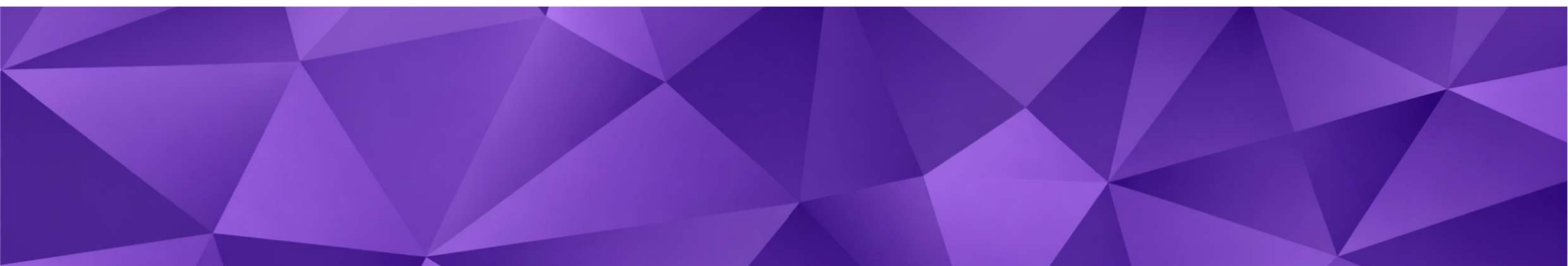




Applicant Information Pack

Caretaker



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1 Our Schools

Wyke Regis Primary Federation was established in September 2010 bringing together Wyke Regis Infant School and Nursery and Wyke Regis Church of England Junior School under one Governing Body. The schools are located on adjacent sites with generous and attractive grounds.

As a Federation, the schools have one Head of Federation, one Deputy Head of Federation, one Inclusion Manager, one School Business Manager and one Governing Body. Each school also has a non-teaching Assistant Headteacher.

Wyke Regis Infant School and Nursery

The school is a Community Infant School and caters for children aged between three and seven years of age.

The school's nursery class offers part time nursery education. There are places for up to twenty-six children at each session. Currently each child can attend for up to 30 hours free a wee.. The nursery is a self-contained unit with its own entrance, a large classroom, a kitchen area, toilets and a secure outdoor play area.

The school is a two-form entry school, which is above average in size with an admission number (PAN) of 180. Each class base has a classroom, an annexe for small group activities and a large art and craft area.

All classes have an outside learning area as well as sharing extensive grassed and hard surface play areas.

Wyke Regis CE Junior School

The school caters for children aged between seven to eleven years of age. The premises consist of twelve classrooms, a library, a large practical/resource area, a fully equipped ICT suite, a hall, with adjoining drama/music studio and five learning bases.

There are two play areas used for playtimes, including a sports MUGA and there is a large playing field for sporting activities.

As a Church of England Voluntary Controlled school, the school has close links with All Saints Church which is the parish church.

The school is a three form entry school with the majority of children progressing from Wyke Regis Infant School. The Junior School is also above average in size with an admission number (PAN) of 360.

The school is organised into four year groups, with three classes in each year group.



2 The local and surrounding area

The Federation schools are located in the village of Wyke Regis, part of the south western suburbs of Weymouth, on the northern shore of Portland Harbour, where the National Sailing Academy (host of the 2012 Olympic sailing events) is located and at the south eastern end of the world famous Jurassic Coast.

POPULATION STATISTICS

Dorset stretches from Lyme Regis in the west to Christchurch in the east and as far north as Sherborne and Gillingham. The greater part of the county is rural with many small villages and a few small towns. After Bournemouth and Poole, Weymouth is the largest settlement in Dorset. The most recent data records the County population at 754,460. The latest population for the Borough of Weymouth and Portland is recorded as 65,130 of which 16.5% are aged 0–15 years.

THE AREA

Wyke Regis has its own charter, granted in 988, and is proud of its history and present growth. It is a close community and, although spreading outwards, the ethos of the area is much determined by the Old Village at its centre.

THE COMMUNITY

The Federation Friends Association organises regular functions for pupils and members of the community. In addition, parents are encouraged to be actively involved within the Federation schools. The children are considered to have an important part to play in the running of the school. Each school has a School Council, which has taken a leading role in the school improvement process.

We work collaboratively with other local primary schools; links are also well established in the wider local community with the schools taking part in many events and festivals.



3 Person Specification – Caretaker

	Essential	Desirable
Qualifications	• Basic English, Maths and ICT Skills • Satisfactory Enhanced DBS clearance (to be confirmed as part of pre-employment checks)	• Hold or working towards recognised, premises or Health and Safety qualifications eg IOSH, NEBOSH or other recognised certificate • PAT Testing qualification
Experience	• Competency in basic building repairs and maintenance • Experience of carrying out general cleaning • Able to undertake basic maintenance and improvement task, eg small DIY and repairs • Able to deal with emergencies and problems in a positive and systematic manner.	• Experience and knowledge of building and associated trades • Commitment to own CPD • Ability to understand and apply regulations such as Health and Safety, COSHH, Legionella etc • Experience of working in a school setting or with children
Personal Qualities	• Good interpersonal and communication skills • Flexibility and reliability • Strong team member • Sense of humour	• Experience of leading a team • Willingness to contribute to the overall success of the school
Professional Skills and abilities	• Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with good safeguarding practice • Ability to build and maintain positive relationships with contractors and colleagues at all levels • Ability to identify priorities and work with minimum supervision • Ability to supervise the work of others on a daily basis and report concerns as appropriate • Knowledge of and responsibility for Health and Safety Legislation and policies and ensuring safe working practices • Safe working practices with regard to chemicals, plant and machinery • Ability to adapt to changing and conflicting demands • Ability to problem solve • Commitment to ensure the safety and wellbeing of pupils, staff and visitors.	• Knowledge of Fire and emergency procedures • Knowledge and experience of completing risk assessments
Physical Skill and abilities	• Able to perform the physical tasks required of the post such as lifting, carrying, climbing ladders (within parameters set by H&S)	



4 Job Description for Caretaker

Job title: Caretaker/Handyperson

Job ref: XS 1.3c Schools

Grade: XS 1.3c Dorset Grade 3-5

Reports to: Headteacher / Federation Business Manager

Main job purpose

To carry out a full range of duties to provide for general security and maintenance of the school premises, to include handyperson activities and supervision of Cleaning Supervisor/school cleaning staff.

This will be conducted under the general supervision of the Headteacher or nominated representative.

Main responsibilities and duties

1. As the main keyholder to be responsible for the security of the school premises, to assist the Headteacher in making any arrangements to cover periods of absence of other keyholders.
2. To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems, as required. Responding to security alarm or other call outs in accordance with agreed procedures.
3. To arrange regular checks on alarm systems and fire extinguishers and report on any problems arising.
4. To identify and report building, furnishing or fittings deficiencies to the Headteacher and to undertake any remedial action that may be authorised and appropriate. This may involve obtaining quotes or arranging emergency repairs from external contractors.
5. To undertake a range of handyperson duties as directed by the Headteacher to contribute to the maintenance of the school premises, and its furnishings, e.g. remedial painting and decorating (within the height of 3.35 metres); repairs to fittings and small scale improvements, fitting shelves or notice boards.
6. To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.
7. To take delivery of stores, goods and equipment and arrange storage or distribution as required.



8. To exercise overall responsibility for the operation of the school heating systems; ensuring that all plant and equipment operates safely and efficiently.
9. To ensure that adequate supplies of fuel and water are available at all times and to maintain the supply of supplementary mobile heating, as may be necessary.
10. To monitor usage of electricity, water and any other fuel taking such meter readings as may be required.
11. To clean defined areas of the school premises, together with any emergency cleaning needs.
12. To make arrangements as authorised by the Headteacher for the purchase of any cleaning equipment and materials which may be required.
13. To exercise responsibility for the supervision and deployment of cleaning staff employed by the school, including the monitoring of cleaning standards and advising on the correct use of equipment and materials.
14. To be responsible for the general tidiness and safety of the outside areas; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
15. To maintain staff and pupil cloakroom and toilet facilities in working order and that appropriate supplied of consumables are available.
16. To set out/put away furniture for school events, and undertake general portorage as required by the Headteacher.
17. To make appropriate arrangements for the collection of school waste.
18. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

Previous knowledge and experience of relevant health and safety procedures, operation of cleaning equipment and cleansing agents and DIY skills is required.

NVQ Level 3 or equivalent is desirable or the willingness to undertake training.

Supervision and management

The postholder will often be required to work without direct supervision.

Management & Supervision of others:-



- XS1.3a - There is a requirement to supervise other staff (including PDR's)
- XS1.3b - There is no management or supervisory responsibility
- XS1.3c - There is a requirement to supervise other staff (including PDR's)
- XS1.3d - There is no management or supervisory responsibility

Problem solving and creativity

Identification of health and safety hazards throughout the school premises.

Key contacts and relationships

Daily contact with the Headteacher (or other nominated supervisor) and cleaning staff. General contact with other school staff and contractors/suppliers.

Decision making

Any action to be taken arising for equipment and machinery breakdowns, vandalism or other incidents occurring out of school hours or during school holidays, consulting as appropriate with the Headteacher.

The postholder will need to deploy staff to meet specific work requirements and to cover staff absences.

Obtaining quotes for repair jobs and arranging emergency repairs, as necessary. Supervisory decisions regarding the deployment and monitoring of cleaning staff.

Resources

Use of power tools for appropriate repair and maintenance tasks. Cleaning equipment (e.g. buffing machine) and chemicals will be used on a regular basis. Basic understanding of the operation of school alarm and heating systems will be required. Training will be arranged, as necessary.

Working Environment

Size of school/number of classrooms. Control of allocated budget for cleaning and/or repair materials. Supervision of Cleaning Supervisor and cleaning staff.

In addition to the cleaning tasks, some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.



Cleaning and maintenance duties may involve dealing with blocked drains and blocked toilets, including clearance of vomit and excrement.

Site maintenance activities will require some outdoors work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.



5 Appointment and Remuneration

How to Apply

Your completed application form must be submitted by the submission date. Interviews will be held following the shortlisting process and candidates will be informed by telephone and e-mail. Your supporting statement should detail your motivation for applying for this position. Decisions regarding the short-list will be made with reference to the person specification and job description.

NB: All applicants are required to complete the Dorset Council application form. We do not accept CVs in place of an application form.

Selection Process

The selection process will be undertaken by the Wyke Regis Primary Federation Senior Leadership Team (SLT) who are committed to selecting excellent and motivated individuals to become part of our outstanding team to take our Federation forward.

If you require any more information please contact Mrs Jo Rose, School Business Manager.

Any offer of employment made will be subject to receipt of satisfactory references, and positive responses to other pre-employment checks regarding your suitability for appointment.

Further details of the recruitment process and our Information Management and Data Protection procedures are contained in Recruitment Privacy Notice overleaf.

Salary

The salary for this position will be NJC Grade 5 Scale points 4-6 and will be commensurate with experience.



6 Recruitment Privacy Notice

Wyke Regis Infant School and Nursery and Wyke Regis CE Junior School (collectively referred to as Wyke Regis Primary Federation) are the data controllers for the information you provide during the recruitment and selection process unless otherwise stated.

What will we do with the information you provide to us?

The information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements.

We will not share any of the information you provide during the recruitment and selection process with any third parties or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than it is needed.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

Application stage

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. Any information provided during the online application process is not provided to the school. Any information you do provide, will be provided to and used by Dorset Council only to produce and monitor equal opportunities statistics.

Conditional offer

If a conditional offer of employment is made to you, we will ask you for information so that we can continue our pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer.



We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to present original documents, which we will photocopy.
- Proof of your qualifications – you will be asked to present original documents, which we will photocopy.
- You will be asked to complete a criminal records declaration (Form HR14) to declare any unspent convictions.

The email address you provide will be used by the employing school to contact you to complete an application for a Criminal Record check via the Disclosure and Barring Service.

We will contact your referees, using the details you provide in your application, directly to obtain references.

Occupational Health

If we make you a conditional offer, we will ask that you complete a questionnaire which will help to determine if you are fit to undertake the work that you have been offered, or advise us if any adjustments are needed to the work environment or systems so that you may work effectively.

Should further consideration be required regarding your fitness for work, you may be asked to complete a pre-employment questionnaire. The information you provide will be forwarded unopened to Dorset Council's Occupational Health Team who will provide us with a fit to work certificate or a report with recommendations. You are able to request to see the report before it is sent to us. If you decline for us to see it, then this could affect your job offer. If an occupational health assessment is required, this is likely to be carried out by Dorset Council's Occupational Health Team or on occasion OH Assist, the County Council's external occupational health specialists.

Their privacy notice can be viewed at: <http://www.ohassist.com/privacy-policy/>

Once all pre-employment checks have been satisfactorily completed and we make a final offer of employment, we will also ask you for the following:

Bank details – to process salary payments

Emergency contact details (NoK) so we know who to contact in case you have an emergency at work

Personnel Records

If you accept the final offer from us, your electronic personnel records will be held on SIMS, Dorset Council's approved Management Information System provided under licence by Capita plc.

Your personnel records will also be held on SAP which is the records system used by Dorset Council Human Resources Department on our behalf for the purposes of payroll and the retention of data about your employment.



Their privacy notice can be review at:

<https://www.sap.com/corporate/en/legal/privacy.html>

Retention of Information

If you are successful, the information you provide during the application process will be retained by the school as part of your employee file for the duration of your employment plus 6 years following the end of your employment.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the recruitment and selection process.

Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the recruitment and selection process.

Equal opportunities information is retained for 6 months following the closure of the recruitment and selection process whether you are successful or not.

Your rights

Under the General Data Protection Regulation, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights here –

<https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

Complaints or queries

Wyke Regis Primary Federation tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously.

We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of the Federation's collection and use of personal information.

However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

If you want to make a complaint about the way we have processed your personal information, you can contact the Data Controller at the school concerned:

Wyke Regis CE Junior School



High Street
Wyke Regis
Weymouth
Dorset
DT4 9NU

Access to personal information

Wyke Regis Primary Federation tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998 and General Data Protection Regulations.

If we do hold information about you, we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request for any personal information we may hold you need to put the request in writing addressing it to our Data Controller or writing to the address provided above.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the Data Controller at the school.

