



Wakefield Grammar School Foundation

JOB DESCRIPTION

Post Title:	Caretaker (WGHS) / Porter (QEGS)
Department:	Estates
Responsible to:	Head Caretaker (WGHS) / Head Porter (QEGS)
Responsible for:	Supervision of Cleaners as required
Grade:	WGSF Grade G

Job Purpose:

To maintain the school sites to a high standard presenting a professional image at all times.

Main Duties and Responsibilities:

- To assist and undertake in the general maintenance, minor repairs and up keep of school buildings, fittings, fixtures and furniture using small handtools as required. Minor repairs will include but is not limited too basic plumbing, electrical accessory replacement and legionella sampling tests in line with health and safety requirements.
- To ensure site visitors and contractors following the appropriate signing in/out procedure.
- The issue of work permits as and when required to contractors.
- Routine cleaning of site and clearing rubbish away to skips or recycling containers.
- Taking delivery of goods and parcels and distribution of such.
- Setting up of hall, gym and other areas for assemblies, outside functions and exams etc, which may involve some late night and weekend working.
- Cleaning of light fittings annually and replacing light bulbs and tubes.
- Swimming pool daily testing with weekly back washing and refilling, checking daily auto dosing system and adjusting of pool chemicals. To power wash the pool during holiday periods [*Duties in relation to the swimming pool applies to QEGS only during school holidays*].
- Moving food and equipment to various locations on site and the Pavilions as required.
- Security locking and unlocking of buildings including key holding, call outs, setting and un-setting of alarms.
- The movement of furniture and equipment around the schools.
- Window cleaning internally at high level, above the reach of the Cleaners.
- Weekly fire alarm testing, monthly checking of emergency lighting and keeping of records.
- Escort meter readers gas / electric and other contractors around the sites.
- Taking mini buses to Leeds for service checks and MOTs.
- Acting as car parking marshal for school day functions.

- Clearing of drains, gulleys, gutters and toilets as required.
- Covering the absences of other Caretakers/Porter (and Head Caretaker/Porter) including emergency call-outs across the Foundation if required.
- Liaise with other members of staff at all levels as necessary and report any matters back to the Head Caretaker/Porter.
- To supervise and provide instruction to Cleaners as necessary when the Head Caretaker/Porter is unavailable. This is an advisory role to inform the Cleaning Supervisor of any important issues / information / events that need to be covered by the Cleaners and to deal with any queries the Cleaning Supervisor may have. Daily line management of the Cleaners is by the Cleaning Supervisor.
- Ordering of materials in the absence of the Head Caretaker/Porter.
- To attend any training courses deemed necessary to discharge duties.
- To undertake evening and weekend working as required by the role.
- To be reasonably available out of hours to manage any emergency call-out or activity as part of the tied accommodation agreement. (*Applicable to one post of Caretaker WGHS*).
- To work at any of the WGSF school sites as required and requested.
- Any other duties as may be reasonably requested given the grade of the role.

PERSON SPECIFICATION

The following are the essential criteria to undertake the job competently:

- Relevant experience in a similar maintenance role.
- The ability to undertake basic minor repairs as required by the role (candidates must be willing to undergo training as necessary for the role)
- Ability to plan, organise and prioritise work to strict deadlines.
- Good interpersonal skills to communicate verbally with a wide range of people.
- A high degree of flexibility, an ability to adapt to changing demands and able to work using own initiative.
- Ability to work as part of a team.
- Ability to discharge duties that can be physically challenging at times.
- Full driving licence including D1, with a maximum of 3 points for mini bus driving (training may be provided for the relevant D1).
- Ability to work additional hours (evenings and weekends) as necessary dependant upon the operational requirements of the Foundation.
- An understanding of child protection.
- An empathy with the ethos and values of WGSF

Desirable

- Certified trade skill i.e. electrical fitter, plumbing, basic maintenance or other trade and therefore a willingness to undertake minor tasks as required by the role.
- An understanding of Health and Safety issues including manual handling.
- Computer literate in word, excel and outlook.
- Experience of supervising staff.

ADDITIONAL INFORMATION FOR CANDIDATES

- Wakefield Grammar School Foundation operates its own pay structure. The actual starting salary for this post is £17,516 per annum with progression to £20,436 per annum subject to the pay progression arrangements for WGSF (Grade G).
- This is a full time post. Hours of work are 37.5 hours per week working a three week shift system. Further information will be advised at interview.
- Annual holiday entitlement is 4 weeks holiday per annum (increasing to 5 weeks after 5 full years' service), 10 statutory days and a further 3 concessionary days at Christmas. Holiday entitlement is pro-rata for part-time/term time posts.
- WGSF operates a money purchase pension scheme which employees are eligible to join on commencing employment depending on auto-enrolment requirements. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.
- Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (excluding the Nursery) subject to Foundation policy.
- Free school lunches (during term time only).
- Free car parking.
- An offer of employment will be subject to the receipt of 2 references considered satisfactory to WGSF, the receipt of a satisfactory Enhanced Disclosure and Barring Service Check, evidence of eligibility to work in the UK and a satisfactory health questionnaire.
- Completed application forms can be returned via the on-line recruitment system www.wgsf.org.uk or to Helen Usher, HR Officer, Wakefield Grammar School Foundation, Green House, 158 Northgate, Wakefield, West Yorkshire, WF1 3UF. Email: helen.usher@wgsf.co.uk Phone: 01924 231611 by 9.00 am on Monday 27th March 2017.
- Candidates who are short listed will be invited to interview. If you have not been contacted within four weeks of the closing date please assume you have not been short listed.

**Updated March 2017
September 2015**