

Caretaker/ Assistant Site Manager Vacancy

The school is looking to appoint a member of the site team to support the Site Manager in managing the premises.

Duties will include:

- securing the school and grounds
- maintaining the premises
- supporting the day to day activities of the school

You will need to be flexible, able to adapt your workload with changing priorities, possess good all-round general maintenance skills and have 'a hands on' or 'let's get it done' approach. You will also be supportive of the ethos of the school.

The offer of appointment is subject to a satisfactory enhanced DBS Disclosure.

For an informal conversation about the role and a site visit, please contact Mr G Couchman at gcouchman@fortpitt.co.uk in order to arrange a time.

Key information

Start date:	ASAP
Salary Range:	12 – 19 (£22,571 - £25,927 per annum)
Hours:	37 hours plus per week. 52 weeks per year <i>Additional evening and weekend overtime hours available by agreement.</i>
Holiday:	20 days plus statutory bank holidays
Closing date:	Noon on Monday 20 th June 2022 <i>Early applications are encouraged, and we reserve the right to close the vacancy early if a suitable candidate is found.</i>
Interviews:	As soon as possible

Fort Pitt is committed to safeguarding and expects all members of the school community and applicants to share this commitment



Caretaker/ Assistant Site Manager

The person holding this position will be line-managed by the Site Manager at Fort Pitt Grammar School.

RESPONSIBILITIES will be assigned by the Site manager and could include:

1. Daily:

- unlocking arrangements
- locking up arrangements
- checking heating
- empty external bins to prevent vermin and litter
- check calendar for bookings & respond to planned activities
- set out main hall for ad-hoc requirements
- moving supplies into store(s) and or other locations
- litter picking main areas of the school and playing field when necessary
- ad-hoc repairs as and when required. Staff to carry out repairs within their competency level. Standard first hand checks to be carried out if equipment is not working. For example, boiler checks - checking safety knock-off buttons to ensure they have not been accidentally activated resulting in hot water pilot light not on and no hot water.
- developing school facilities such as fitting shelving, erecting notice boards
- signing for deliveries and checking contents matching goods with delivery note
- attending to sporting activities e.g. netball / tennis courts.
- replacing light bulbs / fluorescent tubes
- unlocking and locking sports hall each evening as and when required.
- ensuring paths and grass areas are kept free from animal excrement

2. Other Tasks:

- Painting, redecorating and repairing areas of the school on a planned programme
- Patrolling car parking in respect of events – parent’s evenings, concerts, taster days etc
- Checking building maintenance / conditions & reporting defects.
- Undertaking security role ensuring the buildings, students, staff and visitors are safe.
- Monitoring fire drills, checking on the evacuation arrangements and buildings
- Fire alarm & fire incidents – investigating alarm calls, checking causes
- Responding to call-outs from call centre and liaising with the police where necessary
- Dealing with emergencies such as dealing with animals on site
- PAT testing electrical equipment
- Sanding outside tables & benches and re-varnishing
- Setting out halls for examinations
- Setting out main hall and other rooms for meetings, training and bookings
- Assist in identifying and reporting H & S issues taking appropriate action where appropriate i.e. carrying out repairs and or making safe
- Alarm call outs
- General maintenance such as painting, plumbing, PAT testing etc
- Early and late shifts

- Manual handling i.e. moving tables setting up exams/ assemblies
- General site security tidying of site and grounds and while ensuring compliance with all Health & Safety regulations,
- Assisting contractors when on site and some out of hours work when required
- Weekend working may be required on a pre-agreed ad-hoc basis.

Responsible to Site manager.

The above responsibilities are not definitive, and the post holder will be encouraged to develop the position, as appropriate, after working at his/her discretion. The school encourages initiative and drive; a pro-active approach is welcomed. It may also be appropriate to attend courses and visit other establishments to obtain information.

NOTES:

- i) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- ii) This job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification or amendment at any time after consultation with the holder of the post. The Headteacher also reserves the right to ask any member of staff to undertake any additional duties that may be necessary and reasonable to ensure the smooth running of the school.
- iii) It is anticipated that the postholder will take an interest in the well-being of the whole school and may wish to attend for example, school concerts