



ST LOUIS GRAMMAR SCHOOL, BALLYMENA

FULL-TIME PERMANENT

SCHOOL CARETAKER

APPLICATION PACK



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Accessibility and Accessible Format

Candidates with a disability who require assistance will be facilitated upon request. Candidates who wish to receive Application Forms and Application Packs in accessible formats are requested to inform Mrs T. Weir of their requirements as soon as possible, as the closing date for applications remains the same for all applicants.

The Application Form is a separate stand-alone document.

Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing: tweir593@c2kni.net





JOB ADVERTISEMENT



St Louis Grammar School
Cullybackey Road, Ballymena BT43 5DW
Tel: 028 2564 9534
Enrolment No: 960

Full-time Permanent School Caretaker

St Louis Grammar School is a Catholic, Voluntary Grammar School committed to providing excellent educational opportunities for each pupil to develop his/her unique talents to the full in a secure, caring environment.

Our motto "**Ut Sint Unum**" that they may be one, reinforces our St Louis family value system and family centred approach to education.

AIMS

- To be a community inspired by the Catholic faith, living out Gospel Values and reflecting all traditions of our Irish Cultural Heritage.
- To enable pupils to acquire a sense of purpose and have a good opinion of themselves by giving all access to a religious, academic, moral, social and physical education with appropriate provision for pupils with special needs, in an attractive school environment.
- To provide teachers with the necessary accommodation, equipment and training to achieve the above aims.
- To involve Parents, Educational Bodies and Industry in the work of the school and benefit the greater Ballymena Community.
- To foster a spirit of cheerful co-operation and provide a caring environment which promotes high achievement and self-esteem among staff and pupils.

The Board of Governors seeks to appoint a dynamic, committed and enthusiastic School Caretaker as soon as possible.

Full details and Application Packs are available from the school website www.stlouisgrammar.com

The closing date for receipt of completed Application Forms is **12 noon on Friday 6th October 2023**. Please return application forms (including Monitoring Form) **by email only** to tweir593@c2kni.net ***Please put post title in email subject heading***

The school is committed to safeguarding children and young people. The successful candidate will undergo an enhanced AccessNI check as well as prudent checks of references and employment history.



St Louis Grammar School, Ballymena

Job Description

POST:

School Caretaker
(Full-time Permanent)

RESPONSIBLE TO:

School Bursar

RESPONSIBLE FOR:

Assisting the Building Supervisors with carrying out routine maintenance tasks.

REPORTS TO:

Building Supervisor/Bursar

WORKING HOURS:

Monday to Friday: 12.00 noon to 8.00pm

However, the postholder will be required to be fully flexible to assist outside of the above hours should they be required.

1. JOB PURPOSE:

To assist the Building Supervisors in the responsibility for the efficient and effective delivery of a system for school maintenance work. Team participation is essential to provide an overall teaching support service for school activities. Assist the Bursar with on site premises supervision, and security services in accordance with the practices and procedures of the school.

2. MAIN DUTIES AND RESPONSIBILITIES:

Assist the Building Supervisors and Bursar by carrying out the range of duties outlined below (this list is not exhaustive):

1.0 Security

- 1.1 Security of the Premises (including school meals accommodation) and its contents;
- 1.2 Open and close the premises and grounds when required. This will include opening and closing of the premises and grounds at weekends (where appropriate), being a primary key holder/contact and attending call-outs.
- 1.3 Ensure that the buildings and site is secure i.e. all windows are closed, doors and gates, both internal and external are locked at the end of each day;
- 1.4 Safe custody of the keys of the premises and the allocation of keys to staff (where appropriate);
- 1.5 Operate and monitor Security Camera System;
- 1.6 Operate Fire Alarm, Intruder Alarm and Building Security Systems and report any faults;
- 1.7 Attend any out of hours emergencies e.g. after-hour break in and vandalism at the premises and ensure that the premises are secure and cleaned at the earliest opportunity when clearance has been given and any unauthorised entry or damage is reported to the Bursar;
- 1.8 During normal working hours report any suspicious activity of persons immediately to the Bursar to ensure a safe working environment for building users;
- 1.9 Any breach of security must be reported to the Bursar. A breach would include the finding of used needles, or suspicious illegal substance abuse in accordance with the school's Policy;

- 1.10 Apply grit/rock salt in times of snow and frost to ensure pathways and entrances are free from snow and ice.

2.0 Mechanical and Electrical Services

- 2.1 Ensure the efficient and safe operation of the boiler/heating system ensuring value for money and energy conservation in accordance with the school's policy;
- 2.2 Ensure adequate and safe lighting and heating of the premises and the routine maintenance of plant including school meals accommodation where there are common services;
- 2.3 Replace lamps, tubes and plugs to a level of 3.35m using appropriate equipment, except where access from above can be gained;
- 2.4 Inspect and report any defects on firefighting equipment to the Bursar.

3.0 Maintenance/ Cleaning/ Health and Safety

- 3.1 Maintain the premises and equipment including the accommodation used solely for School Meals purposes;
- 3.2 Plan maintenance work in consultation with service users and report plans to the Bursar;
- 3.3 Monitor suitability and performance of materials and light equipment and advise the Bursar where these are inappropriate for the task;
- 3.4 Ensure that all hard surfaces and paths and ornamental grounds around the property are safe for users and are clean, tidy and free of heavy materials;
- 3.5 Ensure that all external surface drains and gullies within the building complex are free flowing and clean by removing obstructions up to a height of 3.35m;
- 3.6 Ensure that bins within the building complex are emptied on a daily basis, washed and cleaned (including school meals bins);
- 3.7 Supervise outsourced cleaners and the cleaning service of the school and report any issues to the Bursar;
- 3.8 Provide an ongoing cleaning service to the entire premises to deal with such things as spillage, flooding, midday toilet cleaning, litter or any cleaning problems associated with weather conditions;
- 3.9 Replenish toilet rolls, soaps, paper towels and any other requisites required throughout the working day;
- 3.10 Clean external signs, light covers, and notices up to a height of 3.35m;
- 3.11 Clean non-electrical fittings on all portable heating and ventilation equipment;
- 3.12 Ensure that adequate supplies of materials and light equipment are requisitioned and maintained at appropriate levels, allocated and that equipment is kept in good condition, used and stored correctly;
- 3.13 Ensure that all defects in cleaning equipment are reported to the Bursar;
- 3.14 Prepare the premises for after-school activities, clean and prepare the school for its normal use.

4.0 Portage

- 4.1 Ensure the receipt, transport and storage of products / materials that have been delivered to the building premises and their distribution to and from appropriate points of storage;
- 4.2 Despatch goods and other materials from the building;
- 4.3 Transport all refuse bins to and from their collection point;
- 4.4 Prepare rooms for examinations and other purposes;
- 4.5 Transport pupils to and from outside school activities when required.

5.0 Administration

- 5.1 Organise, as authorised by the Bursar, the engagement of outside contractors or suppliers for any relevant works. This will include obtaining quotes for works etc. and monitor their presence reporting any deviation from their work routine;
- 5.2 Ensure that defects in electrical floor equipment are reported immediately to the Bursar and that a record of equipment repaired is kept and that all equipment is cleaned and stored safely.
- 5.3 Ensure that defects in any and all equipment / buildings / premises / grounds are reported immediately to the Bursar and a record is maintained.

6.0 Handyperson Duties

- 6.1 Assist the Building Supervisors with all maintenance work.

7.0 General Conditions

- 7.1 Ensure all activities in accordance with Schools Health & Safety and Equal Opportunities Policy as well as the following:
- The Health and Safety at Work (NI) Order 1978;
 - Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
 - COSHH Regulations;
 - Codes of Practice.
- 7.2 Conduct all activities with confidentiality and in accordance with the requirements of Data Protection Legislation.

8.0 Training

- 8.1 Undertake any training to facilitate the undertaking of duties for jobs for their job grade as well as jobs at higher levels, as required.

9.0 Other Duties

- 9.1 Undertake any other duties as required, that are within the competence of the post holder and conducive to the effective delivery of the role.

3. WAGE RATE:

Spinal Points 5 - 6 (£21,575 - £21,968)

The sickness allowance entitlement is one month full pay and one month half pay for each year of continuous service up to a maximum of six months.

4. PROBATIONARY PERIOD

This role will be subject to a probationary period of **six months** during which time the progress / performance will be continuously monitored. Provided a satisfactory standard is achieved and maintained, the employment will be confirmed. In the event of unsatisfactory progress, the employment will be terminated either during or at the end of your probation. The School reserve the right to extend the probationary period by a reasonable period.

Please be advised that this list is not meant to be exhaustive and may be added to or amended as and when deemed necessary.

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. The successful applicant will require an enhanced disclosure check which at present costs £33.

NB: It is acknowledged that the contents of this generic Job Description are not subject to appeal.



St Louis Grammar School, Ballymena

Personnel Specification

Please ensure that you provide evidence to address the criteria on the Personnel Specification. Evidence will be gathered from the application form, at interview (if shortlisted) and through references/certificates.

QUALIFICATIONS AND TRAINING	
ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> • Knowledge of Health & Safety and hygiene procedures and precautions • Knowledge of security, heating plant and other systems
EXPERIENCE	
ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> • Experience of working in a similar role • Experience dealing with contractors
SKILLS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Practical DIY skills to carry out minor repairs • Good organisational, planning and scheduling skills • Good problem solving skills 	<ul style="list-style-type: none"> • Trade skills in plumbing, electrical work, painting and decorating
PERSONAL QUALITIES	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • A firm commitment to our school and its appearance and presentation • Good interpersonal skills and experience working cooperatively within a team • Ability to manage your own workload • Ability to supervise cleaning staff and manage contractors • Physically fit • Willingness to work flexibly 	

Applicants should note that the essential criteria may be enhanced at shortlisting.

Contextual Information and Safeguarding

Attendance at Interview

Please note that candidates should make every effort to attend for interview at the specified date and time. It may not be possible to arrange alternative interview dates.

Confirmation of Appointment

Before appointment, the successful candidate could be asked to provide evidence that they have no prevailing medical issues, provide authentic certificates of qualifications, agree to an AccessNI check and have acceptable references.

Contextual Information

The work and performance of the Caretaker is monitored by the School Bursar.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment and selection process. By signing and submitting your Application Form, you are giving consent to the processing of your data by the school.

Disclosure

This position is exempt from the provisions of the Rehabilitation of Offenders (Exceptions) Order 1979. You are not entitled to withhold information about convictions, cautions or reprimands under the provisions of the Order. Any failure to disclose such convictions could lead to disqualification or termination of employment. Any information given will only be used in connection with posts to which the Order applies.

Equality and Diversity

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workforce and becoming an employer of choice.

References

Applicants are required to identify two referees on their Application Form, one of whom should be their current employer (if applicable). Referees may be contacted prior to interview.

Safeguarding

St Louis Grammar School, Ballymena is committed to safeguarding and promoting the welfare of its children and young people.



The Application Process

Information for Potential Applicants

Please note that your application will be copied and distributed to the school's Board of Governors Selection Panel for this appointment. It is important that any communication with us is clear and concise.

All shortlisted candidates have the option of visiting the school before interviews are held. To arrange this, please contact Mrs T. Weir, the Principal's Secretary, on 028 2564 9534 or tweir593@c2kni.net

How to Apply

Please download the Application Pack, Application Form and Monitoring Form from: www.stlouisgrammar.com

The Application Form (including Monitoring Form) should be completed in full and emailed to Mrs T. Weir, Principal's Secretary at tweir593@c2kni.net *Please put post title in email subject heading*

All applications will be acknowledged by email.

The Recruitment Schedule

Post advertised:	Tuesday 26 th September 2023
Closing date for applications:	Friday 6 th October 2023 (12 noon)
Shortlisting:	To be confirmed
Interviews:	To be confirmed

Recruitment Process

Once you have submitted your application, it will be assessed against the criteria in the Personnel Specification. If you attain high scores, you will then be invited to attend an interview.