



Wren Spinney School

Post Title:	Caretaker/ Driver
Hours per week:	22 hours per week – one full day and 4 afternoons, exact hours by agreement
Contract:	Permanent
Weeks per year:	39 – Term Time only
Pay Scale Points:	Grade E points 13 to 15
Actual Salary:	£8725
Closing Date:	22 nd February 2019 midday

The successful candidate should:

- Have a full driving licence with a category D1 entitlement enabling the driving of the school minibus.
- Have evidence of DIY skills and a working knowledge of Health and Safety procedures.
- Knowledge of a wide range of general cleaning and maintenance skills.
- Must be able to work without direct supervision but also when required work constructively as part of a team.
- Be willing to undergo training i.e. – Safeguarding, Effective use of IT, First Aid, MIDAS.
- Actively participate in school policies, practices and procedures to safeguard all children.
- Be able to deputise for the Site Supervisor if required.
- The flexibility to undertake additional shifts or work across more than one site if needed is desirable.

Duties include:

- Driving the school minibus to support school staff in transporting students to off-site activities.
- Ensure the security of the premises and contents at all times, including lock up duties when necessary.

- Porterage and semi-skilled maintenance tasks of acceptable standards in line with health and safety guidelines.
- Supporting the Site Supervisor with plant operation (boiler room and pool) including the swimming pool is maintained and meets hygiene standards.
- Helping to ensure that a positive learning environment is maintained throughout the school.
- Support and assist the Site Supervisor and/or cleaning team to ensure that the premises remain safe, clean and tidy at all times.
- Undertake cleaning duties which may occur during the school day.
- Promotion of energy conservation.
- To actively participate in school policies, practices and procedures to safeguard all children and young adults.
- Maintain records, relating to site on a computerised system – training can be given. (e.g. COSSH), ordering and auditing all stock and any maintenance/repair of equipment.
- Deputising for the Site Supervisor in his absence.
- Actively participate in any appropriate training when required, eg Midas, First Aid etc.
- Work as part of a team and form good relationships with other colleagues.
- Be able to communicate effectively both orally and in writing.
- Any other duties as may reasonably be required by the local Governors and Headteacher from time to time.

A visit to the school is very warmly encouraged. Please telephone 01536 481939 or email office@wrenspinney.co.uk

**For an application form please contact Ellie Edwards via email:
recruitment@creatingtomorrowmat.co.uk**

Wren Spinney is committed to safeguarding and promoting the welfare of pupils and applicants must be willing to undergo child protection screening (enhance Disclosure & Barring Clearance), checks with past employers and Health screening.