

## **WHITBY SCHOOL**

Prospect Hill, Whitby, YO21 1LA and Airy Hill, Whitby, YO21 1QA

**Web: [www.whitbyschool.co.uk](http://www.whitbyschool.co.uk)**

**Tel: (01947) 6014901**

Headteacher: David Thornton

Age range 11-19. Number on Roll: 1065

## **GROUNDSPERSON/CARETAKER**

**Required for October, 15 hours per week**

**flexible working contract**

**NYC Premises Grade CD, (points 3-6, subject to previous experience)**

- We require someone to join our site team to help maintain and manage our sports pitches and facilities.
- The successful postholder will be experienced in line making for school pitches, be able to work as part of a team, flexible hours, and available at fairly short notice (ie, within one or two days) at times, in order to support various activities being run by the school's PE department. This work is likely to involve some weekend/holiday and evening working.
- Some general caretaking duties may also be required in this role.
- The successful candidate will be able to demonstrate initiative, reliability and good communication skills. They must have a sensible approach to safety matters, good relations with users of the school site and be committed to the school's aims.

***Please submit your completed application form with a covering letter to say why you believe you would be suitable for this post for the attention of Mrs J Robinson via [post@whitbyschool.co.uk](mailto:post@whitbyschool.co.uk).***

**Please contact Jackie Hunter at the School if you wish to discuss the post before applying.**

**All postholders are subject to Criminal Records checks to ensure the safety and welfare of young people. Postholders must declare any criminal convictions, both on application and during their employment.**

**Applicants should enclose a covering letter with their completed application form to explain how their past experience and skills make them suitable for the post and how they would contribute to the successful day-to-day operations of the School. In doing so, applicants should consider the duties and qualities expected of the postholder as stated in the following job description and person specification.**

**CLOSING DATE FOR APPLICATIONS: NOON ON FRIDAY 4 OCTOBER 2024**

## **JOB DESCRIPTION**

**Job Title:** Groundsperson/Caretaker

**Hours:** 15 hours

**Responsible to:** Business Manager

**Job Purpose:** To re-linemark sports pitches following the cutting of the grass fields and undertake general maintenance/upkeep of the grounds and sports facilities, as required.

Some of the following caretaking duties may also be required of the postholder from time to time, although would not make up the majority or usual working routine due to the part-time nature of this post. Line-marking and grounds maintenance will make up the majority of the working hours for this postholder.

### **Key Tasks**

- **Grounds** – Undertake routine grounds maintenance and work of playing surfaces and landscape as detailed on work schedules, job tickets or as directed by a supervisor. The creation, marking out and setting up of playing surfaces. The safe use and operation of equipment and machinery used in grounds maintenance. Inform supervisor, where appropriate, take corrective action on mechanical defects or breakdown of equipment. Drive vehicles and equipment as required for ground maintenance purposes. Assist in routine maintenance of grounds equipment in accordance with routine operating requirements.
- **Security** - Check security of premises and equipment; lock/unlock gates, internal and external doors; open/close windows lock/unlock; switch on/off appliances and/or lights. Checking and controlling outside lights; temporarily secure broken windows/doors as required. All of these tasks may be required at the start/end of the School day.
- **Outside Areas** - Clean outside areas, drives, paths and parking areas and dispose of rubbish. Pick up litter, empty litter bins and collect and dispose of classroom waste. Clear snow and apply salt/grit as required.
- **Buildings** - Seek out potential faults so that problems can be remedied before they become serious. Carry out agreed minor repairs. Undertake some internal re-decoration. Set up equipment as required. Supervise lettings. Be aware of the School's use of energy and resources and report any leaks/wastage the Site Manager or Businesss Manager, with a view to reducing costs and wastage.
- **Monitoring Systems** - Undertake scheduled legionella testing and flushing hot/cold water systems. Assist with the monitoring of energy usage, as required, under the direction of the Sites Manager.
- **Cleaning** - Clean and disinfect drains, gullies and grease traps. Deal with emergencies/accidents, including vomit, etc, to be cleaned up, flooding and storm-damage. Cleaning outside to scope or time of the cleaning contractor. Clean and keep school signs visible.
- **Vehicles** - Keep clean school vehicles inside and out, as required, at the minimum weekly. Park securely for holidays and weekends. Drive vehicles as required. Carry out daily and weekly safety checks in accordance with LA guidelines. Take vehicles for servicing/MOT as required.
- **Porterage** - Setting up and putting away furniture as required. Moving furniture, equipment and school supplies as necessary.
- **Maintenance** - Routine maintenance and repairs as required.

- **Communication** – when undertaking caretaking duties, the postholder will be responsible to the Site Manager and must keep the Business Manager or Headteacher fully informed of all site and premises related matters.
- **Contractors** – the postholder may be expected to deal with contractors on site and keep the Site Manager informed. They may need to monitor that contractors carry out work in a safe and satisfactory manner, in liaison with the Site Manager. They may need to assist with informing contractors of the School's safety procedures.
- **Moving Exam desks/Caravan lettings** – the postholder is likely to assist with these duties, under the direction of the Site Manager, particularly in the summer months.
- **Professional Development/training** – to identify own training and development needs as appropriate and be willing to participate in activities, including the school's Performance Management process, to address these needs and develop one's skills as required for the role.
- **Safeguarding** – to be committed to the safeguarding and wellbeing of young people and adhere to all relevant school policies in this respect.
- **Health & Safety** – to be aware of one's own responsibilities and those of others in the school in relation to working safely. To immediately report any potential health and safety risks to the Site Manager, Business Manager or Headteacher, as appropriate, if unable to address such matters oneself at the time that they are identified.
- **Additional** – to undertake any other similar, related duties that may be required by the Business Manager from time to time.

### **Additional information – duties and working hours**

**Hours of work are negotiable with the successful postholder and will allow for additional working at times of greater need and reduced hours when grounds/site duties are more limited, such as during winter closure periods, etc.**

Actual working hours to be worked will be agreed on a fortnightly basis, in liaison with the Site Manager and Business Manager.

**Whitby School Person Specification:**  
**Groundsman/Caretaker**

| Key Criteria  | Essential  | Desirable   |
|---|--|---|
| Qualifications And Training                                   | <ul style="list-style-type: none"> <li>• Appropriate level of education with evidence of communication and numeracy skills. Minimum of 2 GCSE passes (or equivalent) at C Grade or above</li> <li>• Willingness to complete NVQ/SVQ Level 1 Amenity Horticulture training during first year of employment.</li> <li>• Completion of recognised manual handling training.</li> <li>• Experience of performing basic maintenance tasks including the use of basic maintenance tools.</li> </ul>  | <ul style="list-style-type: none"> <li>• NVQ Level 2 Qualification (or equivalent) or experience in a relevant specialist area, including relevant Apprenticeship qualification.</li> <li>• Undertaken appropriate first aid training.</li> </ul> |
| Grounds   | <ul style="list-style-type: none"> <li>• Be conversant with all elements of school grounds maintenance activities including grass cutting, line marking and border maintenance.</li> </ul>   | <ul style="list-style-type: none"> <li>•</li> </ul>   |
| Competence Summary (knowledge, abilities, skills, experience) | <ul style="list-style-type: none"> <li>• Able to use relevant technology, hand tools, equipment and resources effectively to undertake the duties stated in the job description.</li> <li>• Able to work under own initiative and unsupervised.</li> <li>• Able to follow instructions from the line manager with good attention to detail.</li> <li>• Able to plan and prioritise own workload, work to deadlines and deal with conflicting priorities.</li> <li>• Able to manage and maintain a safe, clean, orderly and productive working environment.</li> <li>• Knowledge of relevant technical areas including relevant health and safety requirements.</li> <li>• Able to work constructively as part of the wider school team with an understanding of good customer care.</li> <li>• Able to undertake basic administrative management tasks as required.</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of relevant policies/codes of practice/legislation.</li> </ul>   |
| Work-related Personal Requirements                            | <ul style="list-style-type: none"> <li>• Able to communicate well with students and adults.</li> <li>• Commitment to equality of opportunity and the safeguarding and welfare of young people.</li> <li>• Able to respond to changes within their area, manage those changes and apply new solutions.</li> </ul>   |   |
| Other Work Requirements                                       | <ul style="list-style-type: none"> <li>• Ability to identify own training and development needs and willingness to participate in activities to address them.</li> <li>• An understanding of continuing professional development.</li> </ul>   |   |
| Child Protection  | <ul style="list-style-type: none"> <li>• A commitment to the safeguarding and wellbeing of young people and adherence to all relevant school policies.</li> </ul>  |   |