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**RATHMORE GRAMMAR SCHOOL**

**Caretaker** (Permanent, Full-Time)

**School Profile**

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Rathmore Grammar School, is a Catholic, co-educational, voluntary grammar school. It occupies well presented and maintained facilities on a large, elevated site on the southern side of Belfast. The school was founded in 1953 by the Religious of the Sacred Heart of Mary and inherits the rich tradition of a Congregation engaged in education for over one hundred and fifty years. The school employs 78 teaching staff and 35 support staff.

The school has an enrolment of 1260 with 180 pupils in each year group. In Years 8 to 10 they are divided into classes of 20 for practical and 30 for non-practical subjects while throughout the school they are divided into Tutor Groups of approximately 20.  Tutors have responsibility for the overall development and welfare of the pupils in their group whom they meet each morning, once a week for a Year Assembly, under the direction of the Head of Year, and four times a week for a Tutor period during which a programme designed to meet the needs of the particular year group is followed.

With its highly qualified and caring staff, the school seeks to foster academic excellence while meeting the individual needs of pupils within a well-structured and fully supportive pastoral care system.  All pupils are encouraged to develop their talents and to become self assured, articulate and responsible members of society, prepared to stand up for their own beliefs while respecting the beliefs and traditions of others. The school endeavours to create a friendly, caring atmosphere where pupils feel at home.  It recognises the special role of parents in the education of young people and welcomes close contact with them.

The school operates a Child Protection Policy to which all staff must subscribe.

Rathmore Grammar School is fully committed to the principle of equality of opportunity in employment and welcomes applications from all sections of the community.

**School Facilities**

Rathmore Grammar School occupies a large and impressive site in South Belfast between Finaghy and Dunmurry. The school estate comprises one main building, the separate Convent building (built in 1874 as a home for the Coates Family and known then as Rathmore House) and a Lecture/Drama theatre, as well as synthetic, hard and grass pitches and pavilion building changing rooms. The new school building was completed in 2005 when the Convent building was also refurbished for use by the RE and History Departments.

The school hires out its facilities to sports and other community groups five nights per week and on Saturdays. The synthetic pitch was re-carpeted and fitted with LED lighting over the summer and is hired out every weekday night until 10.00 pm. External contractors maintain the school pitches and grounds and a contractor also provides the school cleaning services. Keyholding arrangements are in place for weekend open and lock up of school pitches.

We are recruiting a Caretaker to work in a team of three and under the direction of the Facilities Supervisor.

**Outline of Duties and Responsibilities**

**Responsible to**: In respect of the main duties and responsibilities of the post the Caretaker is responsible through the Facilities Supervisor, to the Bursar.

This is a full-time permanent position, 36.25 hours per week worked in a shift pattern as follows:

Week 1 - Shift 1 - 7.00 am to 2.30 pm

Week 2 - Shift 2 - 8.30 am to 4.30 pm

Week 3 - Shift 3 - 11.30 am to 7.00 pm

The early and late shifts (Shift 1 and Shift 3) are each worked by one person at a time on a three weekly rotation while the remaining two caretaking staff operate the 8.30 am to 4.30 pm shift.

If you are on Shift 3, you will also work overtime every 3 weeks as follows:

Monday to Thursday: 7.00 pm – 8.00 pm

Friday: 7.00 pm – 10.00 pm

On-site overtime rate is 1.5 of normal rate/hour.

If you are on Shift 3, you will also be available “on call” as school contact point in the event of an issue on site, as follows:

Saturday: **On call** from 8.30 am – 4.00 pm, for which there is an additional allowance of £100 per month

**Salary Scale:** NJC Scale, points 11 to 14, currently £27,269 to £28,624.

**Annual leave:** Annual leave allowance is 23 days, increasing to 26 days after 5 years’ service. The leave year runs from 1 April to 31 March. In addition 14 days are allocated as public holiday/exceptional closure days. The school also closes for up to 10 days at Christmas and 5 days in July, with some of these days deducted as fixed days from the annual leave allowance for the post. Annual leave should be taken outside of school term time.

**Job Profile**

All members of the caretaking staff are required to carry out the full range of the following duties and must be prepared to work a reasonable amount of overtime when requested:

1) Securityas required, locking or unlocking all internal and external doors of the premises and boundary gates; ensuring that windows and fire doors have been closed, keeping safe the keys to the premises; reporting to the Facilities Supervisor any instances of unauthorised use of, or entry or damage to, the premises or grounds;

 as required operate and monitor the fire alarm, intruder alarm and C.C.T.V systems and monitor any other security related systems; promptly report any faults to the Facilities Supervisor;

 as required attend after hour’s break-ins and vandalism at the school premises and ensure that the premises are secure as soon as possible;

 assisting with evacuation of school buildings in emergencies and during drills;

 during normal working hours report any suspicious activity within the premises or grounds to the Facilities Supervisor or other authorised person;

2) Porterage delivering mail, parcels, goods, stationery, books and such like to departments within the school including the canteen; checking deliveries of goods and materials to the school, making a record of these and if required, assisting in off-loading;

 when required deliver or collect mail, parcels or goods to or from other bodies on behalf of the school;

 setting out and clearing away, chairs, desks, tables and such like, in preparation for, and following, parent-teacher evenings, examinations, concerts and other such events including out of hours functions;

 dispatch laundry, goods and other materials including waste from the building, move waste and refuge bins to and from their collection point, maintain the bin storage areas in a tidy condition;

 empty litter bins within school buildings including classrooms as directed and remove contents to bin storage areas;

3) Driving drive school vehicles, with the appropriate licence, if applicable, including bringing pupils to and from outside events and collecting and delivering goods. This may involve out of normal hours working and occasional overnights away from home;

 carry out daily routine vehicle maintenance including the checking of oil and water levels and tyre pressure and topping up as required;

4) Maintenance checking school premises, furniture, fixtures, fittings and services to ensure that they are in a safe and usable condition and carrying out minor maintenance and repairs on these as required;

 replace lamps, tubes, plugs and such like using appropriate equipment including access equipment;

 as required operate the heating and hot water systems;

 monitor and record the usage of water, oil, gas and electricity;

 as required inspect and report any defects in the fire fighting equipment;

5) Grounds setting out and putting away games equipment such as tennis nets, football nets, football goal posts and hockey backboards;

 maintaining pitches and courts marking out using appropriate equipment; checking for and removing litter and broken bottles, removing litter, weeds, storm debris, fallen leaves and such like from roads, pathways, pitches and grounds, bringing in, putting out, emptying and cleaning litter bins; salting roads and pathways as required;

 keeping clean and free flowing all external surface drains and gullies, rodding under ground drains and manholes;

 planting trees, shrubs, flowers; pruning and cutting these as required; weeding and fertilising flower beds; cutting grass and hedges using appropriate equipment;

 carrying out minor maintenance and repairs on school grounds including fences, gates, pathways, roads;

 cleaning external signs, light covers and notices;

 using, and carrying out maintenance, cleaning and minor repairs on grounds equipment and machinery; storing this in a secure location when not in use;

6) General provide pedestrian crossing and traffic direction services as required within the school site and on the private access roads leading to and from the site including “out of hours” working for evening and Saturday functions;

7) Training undertaking such training, including that provided “off site”, as considered necessary by the school to facilitate the carrying out of the duties attaching to this post;

 to be familiar with, and carry out the duties attaching to this post in accordance with, the school’s Health and Safety Policy;

8) Child Protection to be familiar with, and carry out his/her duties in accordance with, the school’s Child Protection Policy;

9) Other Duties any other appropriate duties as may be assigned by the school from time to time.

The duties of this post, as with all others in the school, are carried out under the ultimate direction of the Principal and are subject to his approval.

*All of the duties and responsibilities set out in this job description will be carried out within the context of ensuring that the school achieves its aims and objectives. The duties and responsibilities are neither exclusive nor exhaustive and the post-holder may be required to undertake any other commensurate duties and responsibilities as requested from time to time by the Bursar, Principal or Vice Principals.*

**Personnel Specification**

**Qualifications / Experience** (must be demonstrated on your application form):

* A minimum of 2 years’ experience in a paid capacity of working as an Assistant Building Supervisor / Assistant Caretaker

**or**

* A minimum of 1 years’ experience in a paid capacity of working as an Assistant Building Supervisor / Assistant Caretaker and a relevant qualification such as NVQ level 2 in a building trade qualification

**Essential criteria** (will be assessed at interview):

* Qualifications/experience as set out above
* Excellent interpersonal skills
* Ability to work as part of a team
* Ability to plan and balance conflicting priorities
* Ability to manage time efficiently

**Desirable criteria** (will be used in the event of a large number of applicants to achieve a manageable shortlist for interview):

* Recent experience (in the last five years) of working in a school environment

 **or**

* Recent experience (in the last five years) of working in one or more of the following areas:
* Security
* Mechanical and Electrical Services
* Porterage
* Handyperson duties

**or**

* Current Driver CPC Certificate / PCV Licence D.

**Applications**

The Application Form must not be changed from the format provided to you. Additional pages will not be considered.

Candidates should complete the Application Form in full **and** the Employment Monitoring Form and return to the Principal’s PA by **4.00 pm** on **Thursday 30 January 2025.**

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| **Please ensure that the Employment** **Monitoring Form is enclosed in a separate envelope addressed to the Monitoring Officer.** |

**Applications returned by email will not be accepted.**

It is planned that, if shortlisted, interviews will be held as soon as possible thereafter.