**Caretaker**

**£22,627 - £24,012**

**37 hours per week (split shift working pattern)**

The Ashington Learning Partnership is looking to appoint an enthusiastic, conscientious and self-motivated Caretaker to ensure our Bothal Primary School Upper Site buildings are well maintained, secure, clean and a welcoming and safe environment for the whole school community. Ideally the successful candidate will have had previous experience working in a similar role but this is not essential as full training will be given. Due to the nature of some duties this position would be more suited to someone who lives locally and is able to carry out the very occasional call out to deal with emergencies.

Duties will include:

* Opening and closing up of premises at designated times, ensuring access is available to staff, pupils and visitors as appropriate.
* To oversee the efficient working of heating and lighting and take all necessary precautions against cold weather damage
* Ensure internal and external rubbish bins are emptied regularly.
* Health and safety monitoring of legionella, Fire checks including weekly check of fire alarms, Asbestos, COSSH and maintain records as appropriate.
* Reading metres as necessary and monitor the usage of gas, electric and water supplies, maintaining associated records and reporting abnormal consumption. Advising on conservation measures.
* Undertake cleaning tasks as required. Monitoring and allocating cleaning tasks to cleaning staff.
* Monitor and report on the general condition of the property, undertake minor repairs and maintenance of buildings and furnishings as required and ensure all routine maintenance tasks are carried out in a timely manner.
* Clean and maintain outside areas of the premises including paths drives and other hard surfaces within the site grounds. Litter picking, general gardening, weeding and cleaning of external windows. Ensuring access points and entrances are free of moss, snow and ice to ensure safe passage of staff, pupils and visitors.
* Operate and maintain all ancillary plant and equipment as appropriate
* Undertake a range of general porterage tasks that ensure the efficient movement of goods, equipment, furniture and other items around the premises
* Carry out lettings, including cleaning and security as required.
* Ensure that adequate stock levels of caretaking and cleaning supplies are maintained and distribute supplies as necessary, replenishing soap, towels, toilet paper etc. as necessary.

*We are committed to safeguarding the welfare of children and young people and expect the same commitment from our employees. All new staff will be subject to an enhanced DBS clearance, identity checks, qualification checks, and employment checks, including the investigation of any gaps between jobs and two satisfactory references*.

**To request an application pack, please contact:** [**jayne.hawkins@alptrust.co.uk**](mailto:jayne.hawkins@alptrust.co.uk)**. If you would like to discuss this position further please contact Angie Dyer, HR Manager at angie.dyer@alptrust.co.uk**

Completed Applications to be returned to [jayne.hawkins@alptrust.co.uk](mailto:jayne.hawkins@alptrust.co.uk)

**Closing Date: 9am Friday 19 March 2021**