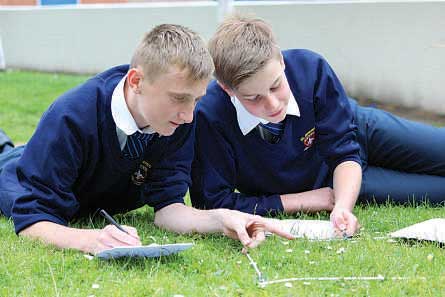
St. Joseph’s Catholic High School

*Business & Enterprise College*

*Living, Loving & Learning Through Christ*



Part Time Janitor

St Joseph’s Catholic High School - serving the community

• Judged ‘Good’ in their recent Ofsted

• Improved GCSE results

• Improved A\* As

• Excellent Pastoral Care

Harrington Road, Workington CA14 3EE. 01900 873290

www.st-josephs.cumbria.sch.uk

February 2018

Dear Colleague,

Thank you for expressing an interest in the advertised post and I hope you find the details in our application pack informative.

St Joseph’s is a school recently judged “Good” by Ofsted. I arrived here last September and I have found St Joseph’s to be a school with positive relationships throughout. We are a happy school with students who are well mannered and welcoming. Our systems for behaviour and student support ensure that this remains the case and we work hard to maintain our standards of behaviour, dress and attendance. Pupils feel valued here, staff feel a sense of support and parents see us as a trustworthy partner in bringing their sons and daughters to their full potential.

We are a Catholic school which means that we have a Mission Statement based on our Catholic Faith. Our Mission Statement sets out our promise to parents and pupils. We endeavour to fulfil our Mission Statement through our lessons, through our celebrations, our worship and in all our day to day activities.  This Mission Statement is enclosed in your pack.

We value all our staff and never underestimate the contribution our support staff make to the school community. This post is a front line post and the successful applicant will be play a big part in our school improvement.

We face many challenges in school and we hope that this is a challenge which appeals to you and if it does, I would very much welcome your application.

Yours sincerely

Jacky Kennedy

Head teacher

**St Joseph’s Catholic High School**

Business & Enterprise College

Harrington Road, Workington, Cumbria CA14 3EE

Western Lake District, Cumbria

NOR 670 - 11-16.

Part time Janitor required as soon as possible. 12 hours per week including evening and weekend work. Could fit in around other work. OP5 pro rata salary starting at £5,628 to £5,747, £9.02 to £9.21 per hour

To work with the Site team covering duties such as setting out room, odd job around the school, painting etc.

Applicants should enjoy working with young people and have good social skills. You should be able to work as part of a team or on your own, be able to use your initiative, prioritise and take a pride in your work.

You will be required to work additional hours to cover for holidays etc.

For application packs further information ring Julie Gaffney on 01900 873290 [email jw@st-josephs.cumbria.sch.uk](mailto:email%20%20%20%20jw@st-josephs.cumbria.sch.uk) , [www.st-josephs.cumbria.sch.uk](http://www.st-josephs.cumbria.sch.uk)

Closing date noon Friday 16th February 2018

**The school is committed to safe recruitment procedures. Applicants are subject to an enhanced DBS.** This is not an equal opportunities school.

**ST JOSEPHS CATHOLIC HIGH SCHOOL**

**JOB PROFILE**

**POST TITLE:** Janitor 1

**GRADE:** OP5 Pro rata salary £5,628 to £5,747 starting on £9.02 per hour.

**RESPONSIBLE TO:** Senior Site Manager

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# Job Purpose

To be responsible for the effective supervision, security and operation of the premises.

# Key Tasks

1. Cleaning duties in specific areas of the school (less than 30 hours per week to be spent on **non**-cleaning duties.
2. Security of premises and key holding.
3. Ensuring the satisfactory heating of the premises and the economic use of fuel for heating purposes.
4. Replacing (to a safe height) electric lamps and tubes.
5. Porterage duties.
6. Laying out, clearing and stacking furniture.
7. General Handyperson duties.
8. Replenishment of supplies in toilets.
9. Making arrangements and preparing for Adult Education, Community and other after hours use.
10. Making arrangements for emergency maintenance outside normal office hours.
11. Reporting defects to responsible person.
12. Administrative duties as set out by HOD
13. Maintenance of the All Weather Pitch.
14. Line markings on the All Weather Pitch
15. Dealing with members of the public with regard to Community use of the building and facilities, in the absence of the administrators
16. Electrical appliance testing via a simple go/no go tester.
17. Regular gas/electricity/water meter readings.
18. Cleaning of external areas. Leaves – seasonally, Litter/broken glass – daily as needs arise
19. Treatment of pathways and steps with salt, grit and sand during periods of ice and snow.
20. Clearing of drains and gulley’s; cleaning of kitchen/refractory grease traps.
21. Collecting litter from high fire risk areas.
22. Checking of emergency exit doors – ease of opening.
23. External inspection of buildings from ground level, looking for early warning of problems with rainwater spouts etc.
24. Building maintenance tasks
25. Checking (to a safe height) spouts and downspouts
26. Clearing outlets on single story flat roofs where there is internal access
27. Minor maintenance of site fencing
28. Cleaning of specialist areas eg boiler rooms, stoves and (for schools with a total floor area of 45,000 sq ft and below) toilets.
29. Minor painting and decorating.
30. Available for duty and accepting responsibility during periods when contractors and suppliers need to be on site – subject to reasonable notice being given.
31. Monitoring standards of internal cleanliness of buildings by reference to cleaning specification; reporting unacceptable cleaning standards to the Head teacher.
32. Other duties in support of the school as decided by the Head teacher.

Reviewed September 2014

**St Joseph’s Catholic High School Job Specification for Janitor**

|  |  |  |
| --- | --- | --- |
| CRITERIA | ESSENTIAL | DESIRABLE |
| Qualifications/training/  competences | 1. Willingness to undertake induction training 2. Cleaning and support services NVQ Level 1 OR equivalent experience or equivalent qualification. Or willingness to train to achieve these. 3. Clean driving license |  |
| Relevant experience | * Handyperson or DIY skills |  |
| Knowledge | * Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures. * Willingness to learn Health & Safety procedures and precautions. * Willingness to learn COSHH regulations. * Awareness of health & hygiene procedures. * Knowledge of moving and handling procedures. * Ability to work as part of a team. * Willingness to use relevant equipment. * Ability to relate well to children and adults. * Willingness to gain knowledge of cleaning procedures required to meet specified cleaning Standards. |  |

**General information:**

We employ three members of staff making up the Site Management team. This includes the Senior Site Manager, the Site Manager (both these posts are full time) and the Part time Janitor which is the post that is advertised. The current post holder is leaving at the end of December.

We require three members of staff because we operate a shift system which covers opening times from 7.00am to 10.15 pm Monday to Friday and Saturdays from 9.00am until 4.00pm and Sundays from 10.00am to 4.00pm.

We are a very busy school and have community events running every evening and at weekends.

It is essential that applicants have excellent interpersonal skills as they will have to relate well with pupils, staff and members of the wider school community.

Whilst you work as part of a team you will be mainly working on a shift on your own apart from the change over time where two people are in work together. You will be expected to plan your work and be able to prioritise when necessary.

The work does entail lifting and moving items of furniture from A to B. Applicants will be asked to do maintenance work so any experience of this kind of work is desirable.

We have an All Weather Pitch which is used widely by school and the community and needs maintaining on a weekly basis.

We offer many Adult Education classes on three nights per week; a youth club run by INSPIRA every Friday with up to 150 young people attending. The school is used by the Youth Offending Team every other Saturday. The All Weather Pitch is used every evening until late. We have many other groups using the school facilities.

If you want to talk about the role please telephone Mrs J Gaffney on 01900 873290. If you think you would like to work in a growing secondary school and you think you fit the requirements we look forward to hearing from you.

**Business and Enterprise:**

The school became a Business and Enterprise College in 2003 and we were re- designated as part of our Ofsted inspection in March 2009. We were awarded the ‘Centre for Excellence in Enterprise Education’ by the University of Warwick in May 2011. We were one of the first schools to receive this award in Cumbria.

Our Business and Enterprise is delivered through the curriculum where possible; as part of our Life Days and as one-off Enterprise activity days. We celebrate National Enterprise week in November through form activities; Careers talks at breakfast and lunch time; extra-curricular events after school.

We have developed many partnerships with local business and commerce that help us out with events and in curriculum areas throughout the year. We hold a work ready day with mock interviews for Year 10 pupils.

A member of the Senior Team has taken a lead role in working with the Cumbria Enterprise Learning Partnership covering Enterprise Education from 4-19. This involved working with business commerce, Secondary, Primary School and FE Colleges. We delivered training programmes and shared best throughout to schools and Colleges throughout Cumbria. This work is on-going but in a slightly different format.

# Conditions of Service

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

These duties may be amended as necessary at the discretion of the Head teacher in light of the future development of the school.

The creation of a truly Christian environment in which the Gospel is lived and experienced by all members of its community, is the central aim of St Joseph’s. All applicants are expected to be supportive of this central aim.

# Additional Features of Teaching in St Joseph’s Catholic High

Each department head is linked with a member of SMT to develop the strategic direction of their work.

There is a strong culture of sharing best practice in the department. This has helped colleagues develop their professional competence and is set in a developmental culture.

# Features of West Cumbria

The School is situated at the western fringe of the Lake District National Park.

Many staff choose to live locally and enjoy a rural lifestyle in towns such as Cockermouth, Keswick and the villages in West Cumbria.

Housing and rented accommodation are generally readily available at prices which are lower than urban and city locations.

The school exhibits all the advantages of a smaller comprehensive school. Children are known by name by all, standards of discipline and the quality of staff pupil relationships is excellent.

Closing date for applications is 12.00 noon on Friday 16th February 2018.

