



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years



**MERCHANT TAYLORS' SCHOOLS,
LIVERPOOL**

Appointment of

Caretaker (Fixed term 12 months)

Information for Applicants

Welcome to Merchant Taylors' Schools

Thank you for your interest in Merchant Taylors' School. I am delighted that you are considering working here. As a member of the Professional Services Staff you would play a pivotal role in supporting the school to deliver the very best in academic and pastoral and Other Half opportunities to our pupils.

Please take some time to look at our website <https://www.merchanttaylor.com/>, as this will tell you a lot about us and give you a taste of the atmosphere.

Merchant Taylors' is an independent Day School, which provides education for boys and girls aged 4 to 18 years old. Based in Crosby, to the north of Liverpool city centre, we serve a wide catchment area across Liverpool, Merseyside, Lancashire and Cheshire.

Our School is located on three sites, within walking distance of each other, the 'Schools' as a foundation incorporates 4 single sex schools with a co-educational reception to Year 2 department. The co-ed infants and junior girls are located on one site; junior and senior boys together on another site and the senior girls situated on the third site. Both senior schools have a dedicated single-sex sixth form.

Academic standards are high, with the best A Levels results for an independent school in the region, and there are excellent facilities for sport, music, art and drama. Whilst academic work is of prime importance, what happens in the classroom is only one aspect of a Merchant Taylors' education. Our aim is to deliver the best education for life.

The individual schools have all the benefits of single-sex education, however pupils also enjoy many opportunities to mix outside of the classroom through extra-curricular activities, drama productions and joint social events.

The Professional Services team led by the Director of Finance and Operations include the following functions; Finance, Procurement, Estates and Facilities, HR, ICT, Marketing, Admissions, Development and our Sports Centre business.

Founded in 1620 by John Harrison, citizen and Merchant Taylor of London, the Schools are proud of their historical links to The Merchant Taylors' Company and look forward to celebrating their 400th anniversary in 2020. This is an exciting time to join our Schools as we reflect upon our history, celebrate our community and focus on the future.



PROFESSIONAL SERVICES BENEFITS

Annual Leave

Full time staff benefit from 30 days annual leave (plus eight statutory bank holiday). The entitlement is pro rata for staff working part time or on a term time plus basis.

Employee Assistant Programme

Merchant Taylors' School provides staff with a range of benefits to support them in everyday life including an Employee Assistance Programme.

Lunch

We pride ourselves on the exceptional quality and variety of the food we offer. Staff can enjoy free lunches in the Dining Hall during term time.

Parking

Free parking for staff is available on site

Pension

Merchant Taylors' School runs a group pension scheme with Royal London into new staff are automatically enrolled on their first day of employment. The contribution rates are 4% from employee and 8% employer. Employees can contribute more percentage if you wish to.

Sports Centre Membership

Members of staff have automatic membership of the Gym facility during specially designed staff times.

Cycle to Work Scheme

The School is registered with Bike2Work for this Government scheme

Merchant Taylors' Sports Centre - Ian Robinson Sports Centre



The Role

Job Description

Title: Caretaker
Salary: Competitive
Reporting to: Facilities Team Leader

Job Summary:

To provide the School/s with an effective and efficient Caretaking service to agreed quality standards, including security, portage and maintenance of School sites and premises, thereby ensuring a safe working environment for pupils, staff and visitors.

Key Responsibilities:

- Under the direction of the Facilities Team Leader, be responsible for the security, maintenance and use of the School sites, buildings, and vehicles.
- Under the direction of the Facilities Team Leader, undertake repairs and maintenance tasks as directed.
- To assist the Facilities Team Leader with Health & Safety requirements including regular School site inspections ensuring all documentation is completed and kept up to date as required by legislation.
- Under the direction of the Facilities Team Leader provide support for fellow colleagues during periods of absence and busy periods across the School sites.
- To undertake driving duties as directed by the Facilities Team Leader.
- To safeguard and promote the welfare of children and young people.
- To safeguard and promote the reputation of the School.
- To take all reasonable steps to safeguard personal health and safety and that of the School pupils, staff and visitors.

Key Duties:

Security and access:

- Lock and unlock school premises.
- Maintain the security of the grounds and premises and their contents, including the operation of fire and burglar alarms systems and provide keyholder responsibilities.
- Provide appropriate cover for after school activities on a rotational basis, beyond standard working hours.

Health and Safety:

- Ensure that all duties undertaken are carried out in accordance with Health & Safety Legislation, requirements and best practice.
- Ensure statutory checks are undertaken and log books are completed, notifying the Facilities Team Leader / Head of Estates and Facilities of any concerns.
- Ensure that the Schools' fleet of vehicles are safety checked weekly and fuelled.
- Adhere to all School Health and Safety policies and procedures.
- Maintain documentary records of all work requests in support of regulatory requirements.
- Report any potential hazards, faults or problems to the Facilities Team Leader.

- Attend and satisfactorily complete all training as identified to be relevant to the role, whether organisational or of a statutory nature.
- To carry out duties in a manner which minimises the incidents and accidents within the Department, particularly promoting a safe working environment.
- Ensure that all accidents are reported in the accident book.

General Maintenance of the Building, Services and Equipment:

- Ensure that work requests are completed in good time, conditional on the urgency of the request keeping customers informed of progress / completion.
- Assist in the maintenance and upkeep of premises, including buildings, fixtures, fittings and furniture especially in order to eliminate potential hazards.
- Delivery of the Schools' internal and external painting and decorating as required.
- Escort, assist, monitor and work with (as required) contractors working for the Schools.
- The maintenance of good lighting throughout the Schools including the replacement of bulbs and tubes and the cleaning of diffusers to light fittings.
- The operation of the heating plant on a daily basis so that the required temperatures are maintained in the School premises and an adequate supply of hot water is available.

Furniture and Goods – Removal and Porterage:

- The moving of furniture within the Schools in preparation for lessons, assemblies, special occasions or meetings as required
- The prompt removal of broken furniture for repair or for discarding.
- Porterage duties including the receipt of packages, furniture, equipment and other School supplies and the transfer of deliveries within the Schools in a timely manner.
- Transportation of internal post / parcels / materials across the Schools estate.

Site Appearance:

- All areas of the Schools are free from litter.
- All litter bins outside the School buildings are emptied frequently.
- All leaves are removed from grids and that the grids are free flowing. Paths and driveways, car parks and play areas to be swept and kept clean and tidy.
- Undertake all other duties as required by the Facilities Team Leader or other senior member of staff.

Driving:

- Drive the school vehicles between sites on a daily basis.
- Take school vehicles for servicing and safety inspections.
- Assist school trips by driving the minibus.

Marketing:

- To be an ambassador for Merchant Taylors' School; representing the School with professionalism, enthusiasm and loyalty at all times
- To understand and appreciate the ethos, aims and objectives of Merchant Taylors' School, and be able to relate these to the wider community when required/asked

- To assist with Open Days and other events where applicable and as directed by the line manager.

It is important to note that this job description is a guide to the work you will be required to perform. You may also be required to undertake such other comparable duties as the Head of Estates and Facilities / School Heads / Director of Finance and Operations require from time to time.

Person Specification

	Essential	Desirable
Experience, Education and Qualifications	<ul style="list-style-type: none"> • Previous experience in a similar or same role. • General practical skills and/or maintenance experience. • A good level of numeracy and literacy skills. 	<ul style="list-style-type: none"> • First aid certificate. • Manual handling training. • Working at Height training. • Trade qualification in Joinery, Carpentry, Electrical, Painting and Decorating or Plumbing.
Skills & Abilities	<ul style="list-style-type: none"> • Must have a flexible approach to working hours. • Ability to work as part of a team. • Ability to work in accordance with the school's Health and Safety policies. • Ability to work to deadlines, plan and prioritise duties. • Ability to work on own initiative. • Ability to lift and carry items. • Ability to communicate well at all levels. • Good organisational skills, including the ability to adapt to changing workload demands and new workplace challenges. 	
Knowledge	<ul style="list-style-type: none"> • Good awareness of Health and Safety procedures / regulations. • Knowledge of site maintenance and good practices in building services, eg heating, plumbing, carpentry and mechanical and electrical awareness. • Good knowledge of using a computer / IT equipment, including MS Office software. • Knowledge of plant / boiler room systems + equipment. • Experience of site security & safety, including use of intruder & fire alarm systems. • Previous experience of using commercial heat, light, and water systems. 	<ul style="list-style-type: none"> • Working knowledge of Health and Safety procedures and regulations.
Safeguarding	<ul style="list-style-type: none"> • Suitable to work with children and young adults. • Willingness to apply for a Disclosure and Barring Service (police) check (or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service). 	

Other	<ul style="list-style-type: none"> • Personal commitment to continuous self-development and willing to acquire further appropriate training and skills. • Personal commitment to continuous service improvement. • Full UK Driving Licence. For insurance purposes the post holder must be over the age of 21 and have held a full UK Driving Licence for a minimum of 2 years. 	
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Working Arrangements

- This service will be delivered through a rotational shift system across the School's Estate to cover the hours of 06.30hrs to 14.30hrs Monday to Friday (Early shift), 08.00hrs to 16.30hrs (Mid shift) or 12.30hrs to 20.30hrs Monday to Friday (Late Shift) and 07.30.hrs to 12.30.hrs on a Saturday every other week. (Average working week of 37.5hrs).
- This is a fixed term position for 12 months.

Safeguarding Statement

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

Application Process

Candidates should submit an application form to the Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP or alternatively email to recruitment@merchanttaylor.com

Closing date: midday 18th November 2019