

ROLE ADVERT

ROLE TITLE: Caretaker - Permanent post
POST ID: L23221034
GRADE: Band C SCP 13-17
SALARY: £16,191 - £17,547; pro rata per annum
HOURS: 20 hrs per week, 52 weeks per year
LOCATION: Castle Park Primary School

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are not necessary.

PURPOSE OF POST:

Governors are seeking to employ a caretaker who is a suitably experienced caretaker. Castle Park Primary School is on a large site and is a busy and supportive place to work. The successful postholder will be keen and proactive and be required to work 20 hours per week.

Morning (7am – 8.30am) and afternoon (3pm – 5:30pm) working required. Duties to include heating, lighting and security.

Should you require any further information regarding this post, please contact: Head-teacher Mrs Kay Ford on – 01291 420265

Closing Date: 12 noon on Friday 26th February 2018

Please note that we are not able to accept CVs

Application forms can be completed online or down loaded via:

www.eteach.com or www.monmouthshire.gov.uk/how-to-apply-for-council-jobs

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Completed paper application forms should be returned to the following address:-

People Services, Monmouthshire County Council, PO BOX 106, Caldicot, Monmouthshire. NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

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

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

JOB DESCRIPTION

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Purpose

To ensure that the establishment where employed is opened and closed at the designated times, in the approved conditions for occupancy and all other associated duties.

Your responsibilities are to:-

Duties

To carry out such reasonable duties as instructed by the Headteacher to support of the function of the establishment.

Security

1. Attend to the opening and closing of the premises at designated times and to be responsible for general security at all times. In connection with this caretakers may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access for emergency repairs.
2. To carry out prescribed security duties for the establishment and grounds, to take all reasonable and practical steps to prevent trespass and unauthorised parking of vehicles.
3. In consultation with the Headteacher to nominate a keyholder during the caretaker's absence.

Boiler Duties/Energy Conservation

1. To oversee, as set out in the energy conservation instructions, the efficient working of heating plant and lighting, monitor fuel consumption and re-order when necessary, keep required records and maintain specified standards of performance.
2. *To ensure the heating plant is correctly operating at all times.*
3. To read meters as required and maintain approved records including any concerned with energy and water conservation matters, to be aware of the location of all stop cocks, fire points and power services.

General Duties

1. To receive and check all goods (except for contractors goods) and supplies for both the school and to distribute them as necessary.
2. To provide a porter service for the whole site as necessary.
3. To clean and to be responsible for the removal of litter from paths, drives and other hard surfaces, including covered play areas and all other areas within the establishment's boundaries, including grass areas and flower beds, to keep hard surface areas free from moss or weeds, to clear gullies, grates, drains etc and to wash defaced walls, signs, etc.
4. To report to the Headteacher any defects affecting the health and safety of persons on the site and, when possible, make safe and isolate hazards.
5. To carry out handypersons duties for the whole site examples of which are categorised below.

Category I – Items requiring a limited skill:

- Fixing of loose woodscrews in furniture and fittings but not to the structure of the building.
- Refixing door handles but not their replacement.
- Replacing curtain tracks or blind brackets to internal vertical windows, excluding hall or stage curtains.
- Replace/repair ceiling tiles in suspended grills up to a height of 11 feet, but not repairs to ceiling grills.
- Replacement of fluorescent tube “starters” and fluorescent tubes up to a height of 11 feet.

Category II – Items requiring training and subsequent skills.

- The repair and replacement of toilet seats.
 - Replacement of tap washers to ½ inch size only.
 - Refixing of door/window heads. Replacements should be correctly sized, bedded and fixed.
 - Provision or repair to door/floor, stops/cabin hooks.
 - Repairs to cupboard hinges, handles or locks.
 - Immediate single coat patch painting to an area not exceeding two square metres to surfaces such as defaced walls/doors or to new timber.
6. To keep paths, access points and entrances free of snow and ice to ensure safe passage.
 7. Periodically, to clean lamp shades and light diffusers taking account of instructions given on cleaning at heights.
 8. To maintain a site diary and maintenance log
 9. The reporting of defects on buildings, furniture, fittings and plant as required by regulations or the instructions of the Headteacher.

10. The replenishment of soap, towels, dispensers and toilet paper at all lavatories on the whole site as necessary.
11. To ensure that all refuse is disposed of to a designated point.
12. Ensuring Fire Safety regulations are met, that the Fire Alarm is checked daily for faults and that monitoring logs and Fire Safety Book are maintained
13. To ensure leaves are regularly collected.
14. To work additional hours as required to cover events such as the School being used for election purposes
15. To undertake any necessary training such as fire warden training and manual handling training.
16. To keep the school inventory up to date.

Notwithstanding the detail of this job description, in accordance with the flexibility policy of this service, the job holder will undertake such work as may be determined by the Head Teacher from time to time, up to a level consistent with the principal responsibilities of the job

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

Person Specification

ROLE TITLE: Caretaker - Permanent post

POST ID: L23221034

GRADE: Band C SCP 13-17

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Good literacy & numeracy skills • Good communication skills • Attendance at courses related to cleaning, caretaking or health & safety 	
Professional experience	<ul style="list-style-type: none"> • Experience of caretaking or premises management, building cleaning or building management • DIY skills • Taken responsibility for security of a building • Knowledge of security and wireless fire alarm systems 	<ul style="list-style-type: none"> • Use of commercial cleaning equipment • Use of commercial site maintenance equipment
Competence summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Experience of caretaking or premises management, building cleaning or building management • Effective use of ICT packages. • DIY skills • Taken responsibility for security of a building • Knowledge of security and wireless fire alarm systems 	
Work related personal requirements	<ul style="list-style-type: none"> • Willing to work outside of normal hours if required (overtime is payable) • Willing to undertake relevant training 	
<p>It will be assumed that all applicants:-</p> <ul style="list-style-type: none"> • Are committed to the safeguarding and promoting the well-being of children and young people. • Are reliable, trustworthy and loyal. • Appointment to this post will be subject to a receipt of two suitable written references and Monmouthshire County Council Enhanced Disclosure check with the Disclosure & Barring Service. 		

Manyleb Person

TEITL Y RÔL: Gofalwr - Swydd barhaol

RHIF ADNABOD Y SWYDD: L23221034

GRADD: Band C SCP 13-17

	Hanfodol	Dymunol
Addysg a Chymwysterau	<ul style="list-style-type: none"> Sgiliau llythrennedd a rhifedd da Sgiliau cyfathrebu da Mynychu cyrsiau sydd yn ymwneud â glanhau, gofalu am adeiladau neu iechyd a diogelwch 	
Profiad Proffesiynol	<ul style="list-style-type: none"> Profiad o ofalu neu reoli adeiladau, glanhau adeiladau Profiad o ddefnyddio cyfarpar glanhau cyffredinol Sgiliau DIY Profiad o fod yn gyfrifol am ddiogelwch adeilad Dealltwriaeth o systemau diogelwch a larymau tân diwifr 	<ul style="list-style-type: none"> Profiad o ddefnyddio cyfarpar glanhau masnachol Defnydd o ddefnyddio cyfarpar cynnal a chadw ar gyfer safle masnachol
Crynodeb o gymwyseddu (Gwybodaeth, gallu, sgiliau, profiad)	<ul style="list-style-type: none"> Profiad o ofalu neu reoli eiddo, glanhau neu reoli adeilad Profiad o ddefnyddio cyfarpar glanhau cyffredinol Defnydd effeithiol o becynnau TGCh. Sgiliau DIY Cyfrifoldeb am ddiogelwch adeilad Dealltwriaeth o systemau diogelwch a larymau tân diwifr 	
Nodweddion personol sydd yn ymwneud â'r swydd	<ul style="list-style-type: none"> Parodrwydd i weithio y tu hwnt i oriau arferol os oes angen (telir am unrhyw waith goramser) Parodrwydd i ymgymryd â hyfforddiant perthnasol 	
<p>Byddwn yn cymryd yn ganiataol fod yr holl ymgeiswyr yn:-</p> <ul style="list-style-type: none"> Ymrwymedig at ddiogelu a hyrwyddo lles y plant a'r bobl ifanc. Yn ddibynnol, yn ffyddlon ac yn berson yr ydym yn medru ymddiried ynddo. Cyn cadarnhau bod unigolyn yn cael ei apwyntio i'r swydd hon, bydd angen derbyn dau eirda ysgrifenedig addas a bydd Cyngor Sir Fynwy yn cynnal gwiriad Datgeliad Manylach gyda'r Gwasanaeth Datgelu a Gwahardd. 		

DISGRIFIAD SWYDD

TEITL Y RÔL: Gofalwr

RHIF ADNABOD Y SWYDD: L23221034

GRADD: Band C SCP 13-17 £16,191 - £17,547; pro rata per annum

ORIAU: 20 awr yr wythnos, 52 wythnos y flwyddyn

LLEOLIAD: Ysgol Gynradd Parc Castell

Ein Diben:-

Sicrhau fod y safle lle'r ydych yn cael eich cyflogi yn agor a chau ar yr amseroedd dynodedig, yn yr amodau cymeradwy ar gyfer ei feddiannau ac ymgymryd â'r holl ddyletswyddau perthnasol eraill.

Bydd eich cyfrifoldebau yn cynnwys:-

Dyletswyddau

Ymgymryd â dyletswyddau rhesymol yn unol â chyfarwyddiadau'r Pennaeth er mwyn helpu'r sefydliad i wneud ei waith yn effeithiol.

Diogelwch

1. Yn gyfrifol am agor a chau'r safle ar amseroedd penodedig ac i fod yn gyfrifol am ddiogelwch cyffredinol drwy gydol yr amser. Yn sgil hyn, efallai y bydd y gofalwr angen mynd i'r safle yn ystod oriau anghymdeithasol neu ar benwythnosau er mwyn delio gyda phroblemau diogelwch, gwneud atgyweiriadau brys neu er mwyn rhoi mynediad i eraill i wneud atgyweiriadau brys.
2. Ymgymryd â'r dyletswyddau diogelwch sydd wedi eu nodi ar gyfer y safle a'r tir oddi amgylch a chymryd pob cam rhesymol ac ymarferol er mwyn atal unigolion rhag tresmasu neu atal cerbydau rhag parcio yno'n anghyfreithlon.
3. Ymgynghori gyda'r Pennaeth er mwyn enwebu unigolyn i ofalu am yr allwedd pan fydd y gofalwr yn absennol.

Dyletswyddau Boeler /Arbed Ynni

1. Goruchwyllo, fel sydd wedi ei nodi yn y cyfarwyddiadau arbed ynni, systemau gwresogi a goleuo'r safle er mwyn sicrhau eu bod yn gweithio'n effeithiol, monitro'r tanwydd sydd yn cael ei ddefnyddio ac archebu mwy pan fydd angen, cadw cofnodion a chynnal safonau penodol o berfformiad.
2. Sicrhau fod y system wresogi yn gweithio'n gywir drwy'r amser a bod ffabrig yr adeilad yn cael ei amddiffyn rhag niwed gan rew – mae angen dealltwriaeth dda o'r system wresogi TREND
3. Darllen mesuryddion fel sydd angen a chynnal cofnodion cymeradwy gan gynnwys unrhyw rhai sydd yn ymwneud ag arbed ynni a dŵr a bod yn ymwybodol o leoliadau pob un 'stop cock', pwyntiau tân a gwasanaethau pŵer.

Dyletswyddau Cyffredinol

1. Derbyn a gwirio'r holl nwyddau (ac eithrio nwyddau ar gyfer contractwyr) a chyflenwadau (gan gynnwys tanwydd) ar gyfer yr ysgol a'r ganolfan hamdden a'u dosbarthu fel sydd angen.
2. Darparu gwasanaeth porthor ar gyfer y safle cyfan fel sydd angen.
3. Glanhau a bod yn gyfrifol am lanhau unrhyw sbwriel o'r llwybrau, rhodfeydd ac arwynebedd caled eraill gan gynnwys y meysydd chwarae a phob ardal arall o fewn ffiniau'r safle, gan gynnwys y glaswellt a'r ardal flodau, glanhau chwyn a mwsogl, clirio gylis, gratiau, draeniau ayyb a golchi unrhyw furiau, arwyddion ayyb sydd wedi eu difwyno
4. Rhoi gwybod i'r Pennaeth/Rheolwr y Ganolfan am unrhyw ddiffygion sydd yn effeithio ar iechyd a diogelwch y bobl sydd ar y safle, a sicrhau fod y peryglon yma yn cael eu gwneud yn ddiogel a'u hynysu os oes angen.
5. Ymgymryd â dyletswyddau cyffredinol er mwyn gofalu am y safle fel sydd wedi eu rhestru yn y categorïau isod.

Categori I - Mae gofyn sgiliau cyfyngedig ar gyfer ymgymryd â'r canlynol

- Atgyfnerthu unrhyw sgriwiau pren mewn celfi - ond nid oes angen gwneud dim byd o ran strwythur yr adeilad.
- Ailosod dolenni drysau – ond nid oes angen gosod dolenni newydd.
- Ailosod llenni ar ffenestri fertigol mewnol ac eithrio llenni yn y neuadd ar y llwyfan.
- Gosod teiliau newydd neu atgyweirio teiliau yn y toeon hyd at uchder o 11 troedfedd ond nid atgyweirio fframwaith y toeon.
- Gosod tiwbiau fflwroleuol newydd hyd at uchder o 11 troedfedd.

Categori II - Eitemau sydd angen hyfforddiant a sgiliau dilynol.

- Atgyweirio a gosod seddau toiled newydd.
 - Atgyweirio wasieri mewn tapiau, hyd at faint o ½ modfedd.
 - Ailosod drysau/ffenestri. Dylai unrhyw rai newydd sydd yn cael eu gosod fod yn gywir o ran maint a chywreinrwydd.
 - Darparu neu atgyweirio drysau/lloriau stopiau/bachynnau caban.
 - Atgyweirio colfachau, dolenni a chloeon cypyrddau.
 - Paentio ardal na sydd yn fwy na dau fetr sgwâr megis waliau/drysau sydd wedi eu difwyno neu unrhyw ddarnau o goed newydd.
6. Sicrhau nad oes eira ac ia yn effeithio ar unrhyw lwybrau, pwyntiau mynediad a mynedfeydd a sicrhau eu bod yn ddiogel.
 7. Glanhau cysgodion lampau a diffoddwyr golau gan ystyried y cyfarwyddiadau o ran glanhau ar uchder.

8. Cynnal dyddiadur ar gyfer y safle a chofnod o'r gwaith cynnal a chadw
9. Rhoi gwybod am unrhyw ddiffygion o ran yr adeiladau, celfi, cyfarpar ayyb yn unol â'r rheoliadau neu ar gyfarwyddiadau'r Pennaeth.
10. Ailgyflenwi sebon, tywelion, a phapur tŷ-bach yn yr holl doiledau ar y safle fel sydd angen.
11. Sicrhau fod yr holl sbwriel yn cael ei osod mewn man penodol.
12. Sicrhau eich bod yn cydymffurfio gyda'r rheoliadau Diogelwch Tân, bod y Larwm Tân yn cael ei wirio'n ddyddiol ar gyfer unrhyw ddiffygion a bod cofnodion yn y Llyfr Diogelwch Tân yn cael eu diweddarau - mae angen dealltwriaeth dda o systemau larwm tân.
13. I sicrhau casglu dail yn rheolaidd.
14. I weithio oriau ychwanegol fel y gofyn i orchuddio digwyddiadau e.e dibenion etholiadol.
15. I gyflawni unrhyw hyfforddiant perthnasol e.e hyfforddiant warden tân a hyfforddiant trafod â llaw.
16. I gadw rhestr gynnwys yr Ysgol cyfoes.

Er y manylion sydd yn y swydd ddisgrifiad hon, bydd angen i'r deiliad swydd, yn unol â pholisi hyblygrwydd y gwasanaeth hwn, ymgymryd â'r gwaith y mae'r Pennaeth angen ei wneud o dro i dro, a hynny hyd at lefel sydd yn gyson gyda phrif gyfrifoldebau'r swydd.

Mae'r holl gyflogaion yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnaws â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd o gyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.