



Application Pack

Caretaker / Facilities Support Assistant

Closing Date for applications:
19th January 2024

Interviews to be held:
Week commencing 29th January 2024

Start date:
As soon as possible following appointment

Danesmead, Fulford Cross, York YO10 4PB
Tel: 01904 654983
www.yorksteinerschool.org
Charity Reg. No. 511974, Company No. 1591107

The Key Details Of This Role

Working hours:	<p>The post is 35 hours a week 52 weeks of the year.</p> <p>It is expected that you will be flexible and responsive with your hours as required. For example, some work will need to be carried out when children have left the building. Some out of hours work is necessary and could be at short notice. The hours can be discussed at interview</p>
Salary:	£19,500.00
Position:	This is a permanent full time position
Start Date:	January 2024

Information About The School

“ Education is an art – it must speak to the child’s experience. To educate the whole child, their heart and their will must be reached as well as their mind.”

[Rudolf Steiner]

York Steiner School was founded in 1980 when parents set up a Steiner Waldorf kindergarten in Malton. It has grown and developed into a well respected, mixed gender Independent school educating pupils from aged 3 – 14. It provides comprehensive, non-denominational and non-sectarian education from Kindergarten to Class 8 adhering to Steiner Educational Principles.

We currently have over 200 pupils enrolled across four Kindergartens and 8 Classes. We also operate eight Parent and Child groups and ‘Gentle Beginnings’ baby groups.

In 2015 the school was shortlisted for the TES ‘Creative school of the Year’ and one of our teachers achieved a Pearson Silver Award for Teacher of the Year in a Primary School.

The school is a member of the Steiner Waldorf Schools Fellowship, which, amongst its many tasks, offers advice and training for teachers and administrative staff in Steiner schools throughout the UK. Each school has a representative on the Steiner Waldorf Schools Fellowship (SWSF) council.

As a registered independent school we are obliged to meet the requirements of the Department for Education (DfE).

YORK STEINER SCHOOL

Caretaker / Facilities Support Assistant



Hours	<p>35 hours per week, 52 weeks of the year.</p> <p>(It is expected that you will be flexible and responsive with your hours as required. For example, some work will need to be carried out when children have left the building. Some out of hours work is necessary and could be at short notice. The hours can be discussed at interview)</p>
Salary	£19,500.00 pa
Annual leave	<p>28 days leave including bank holidays in the first year, rising to 33 including bank holidays after 3 years service.</p> <p>(Annual leave must be taken outside of school term time)</p>
Support & supervision	The caretaker will report to the Operations Manager.
Person specification	<p>This role will suit a flexible, positive, self-motivated individual who will play a key role in driving necessary and important changes in the school estate.</p> <p>The following skills are considered essential:</p> <ul style="list-style-type: none">• Demonstrable skills and qualification in at least one of carpentry/joining, plumbing and electrician.• Experience of maintaining buildings and equipment.• Sound knowledge of Health and Safety requirements.• Excellent interpersonal skills with the ability to communicate effectively with people at all levels internally and externally• The ability to use own initiative, self-motivated, enthusiastic and willing to meet new challenges.• Ability to work indoors and out. Capable of lifting and moving materials, goods and equipment.• The capacity to attend school at short notice and out of hours as required.
Main duties and responsibilities	<p>To be responsible for all aspects of the York Steiner School site, ensuring its efficient operation including maintenance and upkeep, assisting with improvement projects, security and lock up, responding to incidents and liaising with business wing tenants and external organisations renting room space</p> <p>Specific duties will include:</p> <ul style="list-style-type: none">• Development and delivery of the school's planned and preventative maintenance programme.• Provide a well maintained, safe, secure and clean working environment for the school.• Supervise and action building and facilities improvement projects.

	<ul style="list-style-type: none"> • Carry out both reactive and proactive general maintenance tasks as required – including, but not limited to, painting, plumbing, carpentry and groundworks. • Carry out timely workplace inspections and report to the Operations Manager. • Provide a speedy and effective response to maintenance issues and requests. • Assist the Operations Manager in managing and maintaining the school Business Wing being the initial point of contact for tenants. • Be a point of contact for external organisations renting room space from the school. • Attend estate mandate group meetings. • Open and lock up the school on a rota basis including late evenings and weekends. (Two weeks each month) • Coordinate annual work week and other requests for volunteers. • To assist with regards to Health & Safety, asbestos, legionella (water monitoring), fire alarm system and other checks. • Gritting and snow / leaf clearance as required to ensure pathways remain clear and safe • Check toilets are in satisfactory order, repair where necessary and clean in emergencies. • Check classrooms for general maintenance and take action as necessary • To organise and oversee the set up and clear up of the 2 school fairs per year • Attend training relevant to role • Monitor the refuse and recycling bins ensuring they are tidy, emptied regularly and ready for use. • Work within school protocols, policies and procedures • Any other duties reasonably requested by the school. • 2 weekends required to work for school fairs • Preparation of hall, rooms for functions as required • Undergo required training to maintain annual PAT testing • General spot cleaning to maintain safety throughout school • Assist the Operations Manager with respect to fire safety testing and evacuations • Take responsibility for the oversight of chemicals on the school site in line COSHH regulations.
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York Steiner School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post. York Steiner School is an equal opportunities employer and is committed to ensuring that every job applicant or employee receives equal treatment irrespective of sex, marital status, age, race, nationality, disability, sexuality or religious belief

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications, Training and Experience		
GCSE (A-C) (or equivalent) in English and Mathematics		X
Demonstrable skills in at least one of the following: Carpentry/ Joinery, Plumbing, Electrician etc.	X	
Completion of a recognised qualification in one of the following : Carpentry/ Joinery, Plumbing, Electrician etc.		X
Previous experience of working in a school environment		X
An understanding of Steiner Waldorf Education		X
Experience of maintaining buildings (internal and external)	X	
A sound understanding of Health and Safety in the work place	X	
A current clean driving licence	X	
Legally entitled to work in the UK	X	
A satisfactory enhanced DBS check	X	
Skills & Knowledge		
Working knowledge of property management		X
Excellent interpersonal skills with adults and children and both internal and external colleagues	X	
Ability to effectively plan, prioritise and manage own workload	X	
A proactive approach to work	X	
Ability to think on your feet and use initiative	X	

Personal Qualities		
Willingness to develop new skills / techniques and areas of work	X	
Professional, positive, friendly and approachable	X	
Physically capable of lifting and moving materials, goods and equipment	X	
Ability to work co operatively as part of a team and on your own	X	
A positive attitude to work, being responsible, self-motivated and flexible	X	
Attention to detail, accuracy and a pride in your work	X	

Other Requirements		
An understanding of the need for confidentiality in various aspects of the role	X	
A willingness to be flexible in one's work schedule	X	
To be committed to Continual Professional Development	X	
A commitment to the safeguarding and welfare of young people	X	