



Maintenance Caretaker — FT

£17,000 to £18,000 p.a.

Hours of work 37.5 a week, all year round

Job share considered

- Normal hours of work will be Monday to Friday between 06:00 hrs and 21:00 hrs, split shifts will be required to cover the site between these hours
- Enhancement for outside normal working hours @ £13.00 per hour

Steiner Academy Bristol is a state-funded Steiner School based on the St Matthias Campus in Fishponds, Bristol. The school currently has 330 pupils but will expand to 624 pupils by 2022.

Main Purpose of the Post

The Maintenance Caretaker is directed by the schools Operations and Resources Manager and supports the school in maintaining the site externally and internally to make our school a safe environment for all staff, pupils and visitors.

This is a permanent contract, to start as soon as possible.

Our ethos and values

Steiner Academy Bristol has the same ethos, values and guiding principles as other Steiner schools, independent and state-funded. First and foremost, we are a Steiner school, following the Steiner-Waldorf curriculum.

Our vision is for a school in which all children can fully experience the wonders of Steiner education: maintaining childhood; thinking independently, clearly and considerately; observing the world perceptively; and acting with creativity, courage and self-determination.

We are part of a growing group of state-funded Steiner Academies (Hereford, Frome and Exeter) that are building a foundation for Steiner education in the state sector with a commitment to diversity and accessibility. Our school is accessible to all, regardless of ability to pay.

You can find out more about our school via our website at -

<http://www.steineracademybristol.org.uk/>

How to apply

Please see the “How to Apply” document for full information on how to apply, but please note that you must apply using our application form.

If you have problems downloading the form, please email jobs@steineracademybristol.org.uk or ring 0117 965 9150.

We will not accept CVs or any applications that do not use our application form.

Your completed application form should be emailed to jobs@steineracademybristol.org.uk or posted to Steiner Academy Bristol, College Road, Bristol BS16 2JP. We will acknowledge receipt of all applications.

Job Description

The scope of responsibilities includes:

Building Management

- Maintain the appearance of the school internally and externally; proactive raising of areas needing attention to the Operations and Resources Manager
- Clearance of rubbish and management of waste across the site
- To be responsible for the full security of the premises and its contents, and to respond to emergency 24-Hour call outs and attend to emergency repairs and vandalism
- Ensure that the Health and Safety regulations, policies and procedures relating to site and grounds are fully observed
- Monitoring and testing of property compliance requirements e.g. fire, emergency lighting and legionella

Maintenance

Undertake maintenance, repair and installation works, for example:

- Painting and general redecoration.
- Repair of doors, windows, and general building installations.
- General installation: e.g. Shelving, display boards, acoustic panels.
- Basic plumbing: e.g. leaks, blockages, minor installation and repair.

Grounds Maintenance

Undertake grounds maintenance, quality and appearance, for example:

- Mowing, strimming, hedge cutting and general grounds maintenance. Weed killing
- Care of all grounds equipment
- Keeping paths and site generally tidy, sweeping and clearing paths.

Furniture & Equipment

Condition and organisation of general furniture and equipment.

- Inspection and repair of furniture
- Furniture removals, including set up of classrooms and events

Deliveries

Management of all deliveries.

- Direct assistance with respect to all deliveries, loading, unloading and checking
- Internal distribution of deliveries across the school

Person Specification – Maintenance Caretaker

Skill/Experience	Essential	Desirable
Maintenance	Confidence and hands on maintenance experience to a minimum semi-skilled standard; able to use all general power tools	<ul style="list-style-type: none"> • Any skilled trade or related qualifications
Grounds	Able to use mowers, strimmers, hedge cutters and all general garden/small grounds equipment	<ul style="list-style-type: none"> • Experience in grounds maintenance.
Customer Service	Able to multi-task and adjust priorities to meet fluid operational requirements	<ul style="list-style-type: none"> • Experience dealing with customers
Working at Height	Must have experience of using ladders.	
Physical Fitness	Must be physically fit and able; able to lift and move heavy equipment and deliveries.	
Qualifications		
Health & Safety & Compliance		<ul style="list-style-type: none"> • Health & Safety/Compliance Qualifications
Working at Height/Scaffold Erection		<ul style="list-style-type: none"> • Working at Height certified qualification

English and Maths	Able to receive written instructions and compile simple progress reports	<ul style="list-style-type: none"> Maths and English GCSE (or equivalent) at C grade or above
Personal Qualities		
Reliable	Pride and ownership	
Nothing is too much trouble	People Person – able to direct, lead, accommodate, empathise and understand people; a sense of humour; engaging	
Flexible	A flexible style, support the unexpected, solving the last minute crisis	

Essential Information

Any appointment will be subject to an enhanced DBS (CRB) check.

Proof of all qualifications will be required prior to an appointment being offered.

We are an equal opportunities employer. Our aim is to be fair to everybody and to ensure that no job applicant or employee receives more or less favourable opportunities or treatment on the grounds of, for example age, race, colour, ethnic or national origin, nationality (subject to nationality rules), sex / gender, transgender, sexual orientation, marriage and civil partnership, disability, religion or religious affiliation / belief, or pregnancy and maternity.

Please be aware that we are not able to guarantee a school place for the children of staff. The school's admission policy is such that children of staff have some priority in the waiting list, but admission will depend on a place being available.

Steiner Academy Bristol
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