



<b>Post title</b>	<b>Senior Caretaker</b>
<b>Reporting to</b>	Premises Manager or a line manager nominated by the Principal
<b>Working Time</b>	37 hours per week
<b>Salary/Grade</b>	G5 (£17,161 - £19,126)

<b>PURPOSE OF THE POST</b>	
Under the direction/instruction of Premises Manager or senior Academy staff, provide maintenance and security services on school premises and sites.	
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>Assisting with the supervision of site technicians and contractors working on site where appropriate; assisting with the supervision of cleaning staff in the absence of the Cleaning Manager.</li> <li>Effective use of materials and resources.</li> </ul>
<b>Liaising with</b>	Premises Manager, Site Technicians, Cleaning Manager, cleaners, Senior Leadership Team, teachers and non-teaching support staff, theatre and sports centre staff, police, contractors, site staff at other Trust schools.
<b>Working conditions</b>	<p>The nature of the post may involve some ongoing considerable physical effort, e.g. lifting or carrying of equipment, pushing or pulling items of moderate weight, relating to the nature of the role. The job involves some exposure to disagreeable, unpleasant or hazardous environmental working conditions.</p> <p>The postholder will be required to work shifts to assist with lettings/undertake the opening and closing of the site, including occasional split shifts to cover holidays or the absence of the second keyholder. This will involve some periods of lone working.</p> <p>The postholder will be required to attend the site out of hours to respond to security alarm activations as part of a rota, for which overtime will be paid. This means that the postholder must live within 30 minutes' travel of the school.</p> <p>The postholder may be asked to provide cover/support to premises teams at other schools within the Trust on an ad hoc basis</p>
<b>Characteristics of the post</b>	<p>The ability to attend meetings as required by the Premises Manager or Business Manager.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>The following employment checks are required:</p> <ul style="list-style-type: none"> <li>Evidence of entitlement to work in the U.K.</li> <li>Evidence of essential qualifications</li> <li>Two satisfactory references</li> <li>Confirmation of medical fitness for employment</li> </ul> <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</p>

- Evidence of a satisfactory safeguarding check e.g. DBS check

<b>PERSON SPECIFICATION</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake induction and any other training required for the performance of the role.</li> <li>• Good literacy/numeracy skills.</li> <li>• Specific training in a specialist area (e.g. plumbing, painting and decorating, joinery)</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ 2 or equivalent qualification in a relevant premises-related subject (e.g. plumbing, painting and decorating, joinery)</li> <li>• Level 2 Numeracy/ Literacy (GCSE equivalent) or willingness to achieve this</li> <li>• Minibus driving qualification or willingness to undertake this</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of a range of basic repair and maintenance tasks</li> <li>• Working knowledge of relevant codes of practice/legislation</li> <li>• Working knowledge of health and safety procedures and precautions</li> <li>• Awareness of COSHH regulations or willingness to learn about these</li> <li>• Awareness of health and hygiene procedures</li> <li>• Knowledge of moving and handling procedures</li> <li>• Willingness to learn how to use relevant equipment</li> <li>• Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate knowledge of First Aid or willingness to undertake First Aid training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience as a handyperson, in a site maintenance role or experience in at least one of the trades (e.g. building, plumbing, electrical, joinery, painting and decorating)</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of caretaking or site keeping in a school or similar environment</li> <li>• Experience of directing the work of others</li> <li>• Experience of overseeing other trades or contractors</li> </ul>
<b>Physical Skills</b>	<ul style="list-style-type: none"> <li>• Use of ICT and other specialist equipment/resources</li> <li>• Ability to undertake work which on occasion requires considerable physical effort</li> </ul>	
<b>Competencies and other skills required</b>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative and independently where necessary</li> <li>• Ability to undertake minor repairs or oversee contractors undertaking this work</li> <li>• Ability to direct the work of others where necessary</li> <li>• Ability to relate well to children and adults</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisory skills</li> </ul>

## MAIN (CORE) DUTIES

<p>General duties</p>	<p><b>Security</b></p> <ul style="list-style-type: none"><li>• Lock/unlock buildings and areas, including providing emergency access to the Academy site</li><li>• Assist with regular security checks and identify security risks</li><li>• Manage the ID card and door entry system, issuing new and replacement ID cards to staff</li><li>• Operate and respond to alarm systems where appropriate</li><li>• Undertake lettings outside normal working hours when required</li><li>• Monitor fire safety equipment and assist with carrying out fire drills</li><li>• Liaise with police, security and surveillance contractors (including out of hours when required)</li></ul> <p><b>Repairs and maintenance</b></p> <ul style="list-style-type: none"><li>• Operate the site repairs helpdesk and prioritise works reported via the helpdesk for resolution</li><li>• Undertake/assist with minor repairs or improvement work e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture, redecoration, fixing shelves/noticeboards</li><li>• Organise maintenance and repairs by contractors as directed by the Premises Manager or Business Manager and oversee their work, reporting back as necessary</li><li>• Operation of heating plant, cooling and lighting systems, including daily maintenance and operational tasks related to boilers</li><li>• To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records</li><li>• Collect and assemble waste for collection</li><li>• Undertake cleaning duties including graffiti removal, litter-picking</li><li>• Undertake emergency and specialist cleaning tasks, including shower head cleaning</li><li>• Undertake regular inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess the need for minor works or repairs, or to identify areas of work which need to be added to the premises management plan</li><li>• Undertake routine “client” tasks on behalf of premises-related contractors, e.g. cleaning, grounds maintenance, legionella monitoring</li><li>• Undertake activities required to maintain a safe and clean external environment e.g. gritting, snow clearing, removal of litter and weeds</li><li>• Assist with the maintenance of specialist sports equipment following specialist training</li></ul> <p><b>Management of resources</b></p> <ul style="list-style-type: none"><li>• Ensure the maintenance of a clean and orderly working environment</li><li>• Timely and accurate preparation of routine equipment/resources/materials as set out in instructions</li><li>• Be responsible for maintaining records, information and data, producing analysis and reports as required</li><li>• Refill and replace consumables e.g. soap &amp; towels as agreed with the Cleaning Manager</li><li>• Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required</li><li>• Report faulty equipment and other maintenance requirements to appropriate person</li></ul>
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	<ul style="list-style-type: none"> <li>• Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches</li> <li>• Ensure lights and other equipment are switched off as appropriate and windows are closed</li> <li>• Oversee the work of the cleaners in the absence of the Cleaning Manager</li> </ul> <p><b>Organisational activities</b></p> <ul style="list-style-type: none"> <li>• Undertake/assist with the receipt, distribution, collection and despatch of goods</li> <li>• Undertake and participate in the organisation and movement of furniture, equipment and other resources within the building</li> <li>• Maintain and arrange orderly and secure storage of supplies</li> <li>• Operate everyday equipment in accordance with instructions</li> <li>• Support the Premises Manager in administering the use and maintenance of all school vehicles and to carry out driving duties when required by the Principal</li> <li>• Supervise the work of the Site Technicians as required by the Premises Manager</li> <li>• Act as a designated First Aider</li> </ul> <p><b>General responsibilities</b></p> <ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person</li> <li>• Promote and ensure the health and safety of pupils, staff &amp; visitor (in accordance with appropriate health &amp; safety legislation) at all times</li> </ul>
<b>Additional duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and treat all users of the school with courtesy and consideration.</li> <li>• Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all</li> </ul>
<b>Other specific duties</b>	<ul style="list-style-type: none"> <li>• To participate in training and continue personal development.</li> <li>• To engage actively in the performance review process.</li> </ul>
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

<b>Date completed</b>	May 2018
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