

Job Description

Post:	Caretaker
Grade:	D (£19,171 full time equivalent / £15,544 0.8 4 days a week)
Department:	Site
Responsible to:	Site Manager
Terms:	All year round
Hours:	30 hours (0.8 FTE). This is negotiable as it is a role linked to the SSI role. Caretaking hours can be less than 0.8 for the right candidate.

Safeguarding *Essa Foundation Academies Trust and all its schools and academies are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

Primary Purpose of the Job:

- To be part of a team responsible for 'key holder' duties.
- To provide a variety of essential handyperson/cleaning/security functions to aid the smooth running of the school.

Principle Responsibilities:

Responsible for assisting with:

- Security of the school buildings and grounds.
- Carrying out key holder duties of caretaking staff, including responding to emergency call-outs.
- Minor maintenance and repair of the school premises, fixtures, fittings and furniture.
- Ensuring that throughout the school and grounds, prescribed standards of safety, cleanliness and tidiness are monitored and maintained.
- Opening and closing of the school building at times determined by the Governing Body, through the Principal, including ensuring that fire and intruder alarms are set and are fully operational.
- Monitoring the standards of contractors who provide services to the school, e.g. Cleaning, Grounds Maintenance, and Building Maintenance Contractors.
- Ensuring the efficient and optimum operation of the school's central heating system, including the carrying out of simple maintenance and arranging for the system to be overhauled and repaired by appropriate engineers as required.
- Cleaning duties, including sports and emergency cleaning which may be necessary to maintain hygienic standards.
- Ensuring that sufficient stocks of essential janitorial materials are maintained e.g. soap, paper towels, toilet trolleys, light bulbs etc.
- Convey waste produce to the appropriate central refuse area (s) as required.
- Put out and bring in dustbins in conjunction with waste collection days.
- Messenger duties both within and outside of school premises.
- Movement of furniture and equipment around the school.

- Ensuring that washroom facilities/toilet areas are regularly inspected to maintain high standards of cleanliness and that they are maintained with adequate supplies of soap, towels and toilet rolls.
- Removal of debris and leaves from traps, downspouts, waste pipes etc. and ensuring that drains and manholes are clean and operational.
- Ensuring that waste pipes to all lavatory basins are clear and clean.
- Monitoring the use of electricity, gas and water consumed and ensuring that any equipment connected to these services are left in a safe condition at the end of the school day and during holiday periods.
- Ensuring safe storage of any flammable/toxic substances on site, other than those in laboratories or workshops.
- Deputise for the Site Manager in his absence, to meet the needs of the school.

At frequencies and at times determined by your line managers:

- Clean all windows/glass surfaces, which are not cleaned by, contract window cleaners.
- Sweep and clear car park/playground areas to ensure that they are kept free from glass and other hazardous debris.
- Litter picking from all school grounds/areas.
- Clean light fittings/shades.
- Check all fire fighting equipment within the school to ensure that it is maintained in an operational condition.
- Maintain the school's minibus in a clean and tidy condition (both internally and externally) and check and top-up as necessary, oil, water and tyre pressures etc. to ensure safe day-to-day use of the vehicle.

This is not an exhaustive list and related duties may be added/amended at the discretion of the Principal in order to meet the needs of the school.

Customer Care

- To continually review, develop and improve systems, processes and services in support of the Academy's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Develop oneself and others

- To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan.
- To be ready to share learning with others.

Valuing Diversity

- To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back to the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

Generic Requirements

- It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of all duties.
- All employees of the Trust are required to uphold the Equality and Diversity Policy and the Trust's Code of Conduct.
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.
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- All staff will ensure that they are aware of and work within the requirements of all Every Child Matters policies, seeking clarity from a member of Senior Leadership if necessary.
- All staff are expected to uphold all Personnel related policies.

This job description is subject to change.

Employee Name

Date

Person Specification

Post: Caretaker
Grade: 4
Department: Site
Responsible to: Site Manager

		Essential	Desirable
Qualifications and Training		✓	✓
1.	5 GCSEs or equivalent level 2 qualification, or higher		✓
2.	Formal qualification in a recognised trade e.g. plastering, decorating		✓
3.	First aid qualification		✓
Skills, Knowledge and Experience			
4.	Ability to work as part of an effective team	✓	
5.	Knowledge of general DIY with experience of applying that knowledge	✓	
6.	Ability to demonstrate skills on a consistent basis	✓	
7.	Knowledge of Keeping Children Safe in Education		✓
8.	Experience of working in an educational setting		✓
Personal Attributes			
10.	Ability to promote a positive ethos and role model positive attributes	✓	
11.	Effective team player	✓	
12.	Sensitive to the needs of others	✓	

Valuing Diversity			
13.	Listen, support and monitor the diverse contributions made to service development without prejudice.	✓	
14.	Challenge behaviours and processes, which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	✓	
Customer Care			
15.	Listen and respond to children/young peoples needs, seek out innovative ways of consulting and engaging them. Network with others to develop services for the benefit of the children/young people.	✓	
Developing Self and Others			
16.	Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Endorse the principles of Investor in People. Strives for improvement and take responsibility for own development. Be self-confident and lead by example.	✓	
Work Related Circumstances			
17.	<i>Essa Foundation Academies Trust and all its schools and academies are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.</i>	✓	