

## JOB DESCRIPTION

### Caretaker

<b>Role</b>	Caretaker
<b>Line Manager</b>	Site Manager
<b>Contracted hours</b>	37 hours a week to be worked between 6.45am - 10.30 pm Shiftwork on a rota: day shift and evening shift alternating weeks Start and finish times vary according to lettings and to be advised on an ongoing basis by the Site Manager.

### ROLE

A keyholder position responsible for the security of the premises and its contents and for minor items of repair, redecoration and maintenance. Ensuring the smooth operation of the Academy buildings eg by ensuring that systems such as heating are working correctly. Overseeing contractors visiting and working on the site and a range of lettings. Responsible for ensuring that all room facilities are set out and cleaned as required for the start of the day lessons, for meetings, assemblies etc.

### KEY RESPONSIBILITIES

- a) Continually monitor compliance of the Academy's facilities with health and safety regulations (Health and Safety at Work Act, ACoP for site construction, Asbestos at work legislation, COSHH, etc) and related school policies, under the guidance of the Site Manager. Where competent to do so, remedying problems as needed and reporting issues of concern to the Site Manager or, in his absence, to the Business Manager or other members of the Academy Leadership team.
- b) To ensure the security of the school buildings and contents, including providing for emergency call-outs out of hours on a rota basis.
- c) To ensure weekly fire alarm testing is undertaken in line with fire safety legislation and agreed Academy evacuation procedures
- d) To undertake maintenance tasks, small scale alterations and general repairs, decorating and general improvements as directed by the Site Manager
- e) Liaising closely with external contractors working on site in respect of safe working practises, as directed by the Site Manager
- f) Arranging safe access to site for external contractors, subcontractors and all commensurate deliveries
- g) To be available to carry out caretaking duties on a Saturday or Sunday on a rota basis to cover for absence of the Lettings Officer

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- h) Under the direction of the Site Manager undertake regular Legionella, Asbestos, PAT, Fire Extinguisher, Emergency Lighting, Ladder checks and tests, including the keeping of accurate and up to date records in compliance with school policy and Health and Safety guidelines
  - i) To undertake all caretaking duties ancillary to college lettings including access, security, portage, heating and furniture movement
  - j) Advising the Site Manager on maintenance materials needed to fulfill the role
  - k) Helping to promote the Academy's image by ensuring clean, tidy and safe sites for all users
  - l) Movement and arrangement of furniture and the portage of deliveries, equipment, supplies etc. around the Academy estate.
  - m) To undertake early morning cleaning following evening lettings to ensure health and hygiene standards throughout the Academy. Also to be available to carry out relief cleaning as needed and in the event of staff shortages to undertake emergency cleaning, including the unblocking of drains, toilets and cleansing of sickness events
  - n) To take part in CPD as directed by the Site Manager, in order to carry out duties safely, effectively and competently
  - o) To be proactive in promoting the highest standards of housekeeping, ensuring all equipment stores, cleaning stores and workshops are kept in a safe, clean and tidy condition in line with the good practise and with the Academy's Fire Risk Assessment.
  - p) Ensuring compliance with the Environmental Protection Act, including by the clearance of litter around the site and ensuring the appropriate recycling of materials.
  - q) To act as cover for the higher graded Senior Caretaker/Cleaning Supervisor during periods of sickness or holiday. Duties to be commensurate with the grading of the post, management tasks above this grade to be arranged through the Site Manager
  - r) To carry out regular basic safety checks on the Academy minibuses and trailers (eg. checking and recording oil levels, tyre pressures, water levels etc) and to ensure they are safe for use, roadworthy and fit for purpose. Accurately recording the completion of these checks within Academy records.  
(NB: Driver checks will still be carried out in addition to the above and these checks do not replace driver responsibilities).
  - s) Holidays are encouraged to be taken in term time, this to allow for maximum attendance throughout the holiday periods when the maintenance department is busiest and most external contractors attend. Leave can however, by prior agreement, be taken during school holiday periods including over the summer recess.

## JOB SPECIFICATION

### Caretaker

Attribute	Essential	Desirable	Method of Assessment
Experience	Previous experience of carrying out basic repairs not requiring a contractor Previous cleaning experience working as a cleaner or cleaning supervisor	Experience of working in an education setting  Previous staff supervision experience	Application  Interview
Practical Skills	Basic carpentry /DIY skills Basic decorating skills	A clean driving licence Mini bus driver license Skills in a wide range of DIY disciplines including plumbing or electrical  Ability to understand and update site related Risk Assessments	Application form  Interview
Communication	Good written and oral communication	Used to preparing a range of reports on work schedules and staff deployment	Application
Personal skills, abilities and competences	Work well as part of a team Co-operative with colleagues Flexibility to meet the needs of the Academy Use of equipment relevant to the post Completion of paperwork associated the safe and effective maintenance of a complex estate Undertake a range of DIY tasks as directed Ability to recognise the importance of ensuring a secure and safe environment		Interview

	<p>Ability to respond to straightforward maintenance problems on own initiative</p> <p>Ability to manage own work effectively</p>		
Education and Training	<p>Willingness to undertake formal training commensurate with the needs of the role</p>	<p>Previous experience within the role of caretaker</p> <p>previous experience within the role of cleaner</p> <p>Qualification in plumbing</p> <p>Qualification in PAT testing</p> <p>Qualification in electrical work</p> <p>Asbestos awareness training</p> <p>Fire Warden training</p> <p>COSHH training</p>	<p>Application and certificates</p>
Equal Opportunities	<p>The Academy and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties</p> <p>Postholder will be expected to understand the importance of the practical application of equal opportunities</p>	<p>Experience of applying equal opportunities in a team supervision role</p>	<p>Interview</p>
Physical	<p>Able to carry out the duties of the post with reasonable adjustments where necessary</p>		<p>Medical questionnaire</p>
Other relevant factors	<p>Commit and conform to all Academy Customer Service Standards</p>		<p>Interview</p>