



Lincolnshire Gateway Academies Trust

Name:

This job description outlines the general duties and responsibilities of this post. The job description is not exhaustive; it fits with the Trust's ethos to promote performance management and quality service.

Job Title – Custodian – LGAT 5

Responsible to – Principal

Job Overview

To provide an efficient and effective service based at the site. The service will essentially manage the premises and maintain a clean, secure, and safe environment. Communicate with internal and external customers. Work closely with and cover for holidays and absence of other staff.

Main Responsibilities

Under the direct leadership and supervision of the line manager the postholder will undertake a range of duties, which may include:

1. Drive minibuses when required across all sites
2. Maintain and clean Academy vehicles
3. Check all Trust vehicles for damage and fuel levels before leaving Academy site and ensure all vehicles are driven carefully
4. Regular monitoring checks of cleaning standards
5. Undertake compliance checks on compliance software.
6. Manages the site to its optimum potential and in line with Management policies
7. Have dealings with site security, contractors, special events, emergency services, and arrange access and egress
8. Be aware of risk assessments and general responsibility for all Health & Safety management under the duties and responsibilities of the post
9. Carries out routine maintenance and repairs to all buildings and onsite resources
10. Keeps the whole site clean, well maintained, safe and secure



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11. Controls the outputs of other staff under your supervision
12. Uses the most efficient and effective methods of working practices
13. Any Health & Safety issue out of your remit that is deemed dangerous to staff, students or members of public is reported to your Line Manager as soon as possible
14. Covers duties of other postholders in their absence on all academy sites
15. Supervises the work of contractors who are working on the site
16. Attend courses relevant to job description.

General

17. The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which correspond to the general character of the post and are commensurate with its level of responsibility.
18. The postholder must carry out his/her duties with full regard to the Trust's Equal Opportunities policy.
19. The postholder must carry out his/her duties with full regard to the Trust's Health and Safety procedures.