

SUPPORT STAFF: JOB DESCRIPTION & PERSON SPECIFICATION

Position Title	Caretaker
Reporting to	Premises Manager
Hours	37 hours per week/52 weeks per year
Grade/Point	SPD10

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

On appointment, your main place of work will be across Okehampton College/The Promise School and Chagford Primary School and any other premises occupied by the Employer or any of the Employer's Academies within Devon as directed by the Employer.

Job Purpose:

- To assist in maintaining a high-quality educational establishment to support pupil learning. To ensure security of premises and to provide support and assistance to any other users outside of school hours. This post has keyholder responsibilities and you will be expected to be part of a call-out system on a rota basis.

Main Duties and Responsibilities:

- Caretaking and maintenance of the school sites to the required standard, to include compliance checks, general repairs, low level grounds maintenance and portering.
- Keyholder responsibilities including call out in emergencies and locking and unlocking routines.
- Performance of caretaking and maintenance tasks as directed by the Premises Manager and in conjunction with Premises Management Team.
- Manage outside contractors.
- Participation in parent and community events under the direction of the Premises Manager and in conjunction with the College/School Principal.
- In line with the grading of this post, it is expected that this will be a proactive role with regard to maintenance etc and that professional development / training will take place to ensure competence in related areas to allow a reasonable level of autonomy within appropriate limitations.
- Portering, including the moving of furniture and equipment.
- Supporting and assisting school staff with provision of required equipment, i.e. tables, chairs, flip charts etc.
- Travel to and work in other Trust schools as directed.
- Emergency cleaning (spills, etc) to the standard required.

Note: A courteous and helpful manner is always required.

The performance of any other duties within the general range of the job description as required by the Premises Manager and/or Principal as well as the Premises Management Team.

In undertaking these duties, Health and Safety policies must be followed.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

Person Specification:

CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualifications and Learning	<ul style="list-style-type: none"> • GCSE grade C or equivalent in English and Maths. • Any H&S training in a work environment. • Manual handling training. • Willingness to undertake training to enable role to be carried out effectively. 	<ul style="list-style-type: none"> • Knowledge of fire regulations. • Working at heights training.
Experience	<ul style="list-style-type: none"> • Experience of general DIY. • Awareness of Health and Safety at work. • Previous experience in caretaking/manager role • Full clean driving licence/ business insurance on own vehicle required. 	<ul style="list-style-type: none"> • Health and Safety at Work certificate. • Knowledge of COSHH requirements.
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively, verbally and in writing • Ability to manage time effectively • Ability to work effectively as part of a team and work collaboratively • Aptitude for DIY. • Skilled in use of tools associated with general building maintenance. • Garden Maintenance. • Ability to work without direct supervision. • Basic use of MS Office software. • Basic computer literacy. • Physically fit and able to carry out the duties of the post with reasonable adjustments where necessary. 	<ul style="list-style-type: none"> • Ability to solve problems and find creative solutions • Appropriate use of equipment and products associated with general cleaning. • Knowledge of BMS systems.

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Calm under pressure with a flexible and adaptive and highly professional approach to their work • Reliable and trustworthy • Embodies the Trust's vision and values • "Can do" attitude • Friendly persona • Awareness to and commitment to equality • Displays understanding & commitment to the protection and safeguarding of children and young people • Ability to work flexibly according to the need of the school • Self-motivated 	<ul style="list-style-type: none"> • Committed to personal and professional development.
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Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....