

Job Description

CARETAKER

Primary Location:	Designated REAch2 Academy.
Principal Purpose & Responsibilities of the Role:	To be responsible for all aspects of caretaking, including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portering, monitoring of contractors, routine maintenance and refurbishment, minor repairs, advising the Head Teacher on suggested improvements to the general school environment and to carry out pre-planned maintenance works. High quality caretaking support function for the school, its staff and operations on a day-to-day-basis.
Responsible to:	Office Coordinator

Main Responsibilities:

General

- To ensure that the maintenance of the school buildings and environment are effectively undertaken.
- To be responsible for the effective implementation of the daily housekeeping and health & safety routines of the site.
- To ensure a clean, tidy and well maintained school environment ensuring that the site is maintained to a high standard.
- The undertaking of ad-hoc tasks, within the normal remit of this job description, or other reasonable duties commensurate with the grading, overall function and level of responsibility of the post and as dictated by the needs of the school.

Premises Management

- To monitor the day-to-day maintenance, repair and cleaning of the school.
- To undertake minor reactive and pro-active and pre-planned repairs, maintenance and DIY projects to the buildings' fabric, services, furniture and fixtures & fittings.
- To advise on a rolling programme of redecoration / refurbishment.
- To monitor work requests on the premises ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner.

General Site Duties

- To ensure the school is kept clean and tidy to a high standard and is conducive to learning e.g. litter picking, collection and disposal of refuse and recycling, disinfecting bins, ensuring toilets are checked daily for fresh supply of disposables.
- The carrying out of ad-hoc / emergency and planned cleaning duties as required, including ensuring the continued tidiness of the buildings, the grounds and immediate environs, and ensuring that all trade waste, refuse and surplus materials is collected and properly distributed to collection points.
- To carry out regular, periodic deep cleaning to designated areas of the schools including furniture and equipment as required.
- To clear up bodily fluids after accidents adhering to health & safety procedures.
- To monitor that the main school hall floors are kept clean and polished, cleaning and maintaining when necessary.
- To undertake minor window and gutter cleaning as required.
- To ensure that all tools cleaning equipment and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and health & safety regulations are met.
- To ensure all hard surface areas and paths are clear of litter, leaves, mud and snow and ensure all gullies and drains are free flowing.
- To ensure that all external steps are clearly edged.
- To ensure all indoor and outdoor plants are adequately watered during school closure periods and specific flower beds / pots / planters are maintained.
- To provide a general portorage and furniture / equipment / materials moving service as required, in connection with the activities of the school, in order that those activities can proceed effectively and that the entrance of the schools are always clear and welcoming.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards.
- To set and monitor the school heating, lighting and hot water systems at adequate and appropriate levels.
- To ensure light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings, diffusers, covers and shades are cleaned regularly.
- To maintain any specialist school equipment stage / drama equipment, stage lighting, CDT machinery etc.

Health & Safety

- Ensure that all duties / working practices (and those of the Premises Team) are to be carried out in accordance with all current health & safety legislation, relevant nationally and locally agreed Codes of Practice / Guidance Documents and the School's / Trust's Health & Safety Policy & Procedures.
- To ensure that all working practices in fulfilling the duties in this job description comply with current health and safety legislation policies and procedures including Safeguarding.
- To provide and maintain safe access to the school in the event of snow, ice or flooding.

- To have knowledge of the location of all water and gas stop cocks and mains electricity distribution boards etc.
- To carry out passive health & safety monitoring within the school, actioning deficiencies where possible / appropriate and reporting any remaining deficiencies to the appropriate school staff.
- To ensure that fire call points, fire alarms and emergency lighting are tested and results recorded in accordance with the standards and frequencies set by the School / Trust.
- Regularly inspect playground equipment and report on its safety / suitability.

Security

- To ensure the overall physical day-to-day security of the school premises including the responsibility for regular opening of the buildings in the morning, locking of the buildings in the evening (during term-time and during school closure periods) and similar ad-hoc duties as and when required.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly.
- To maintain the general physical security of the estate by way of regular and ad-hoc security patrols including the regular checking of all perimeter fences.
- Ensure that all security devices, CCTV systems, intruder alarms, etc. are tested and results recorded in accordance with the standards and frequencies set by the School / Trust.
- Attendance, acting in the capacity of a primary keyholder, to emergency call-outs outside normal working hours and to liaise with the Local Authority, Police and other emergency services in this respect as necessary.
- To monitor, report, advise on and action appropriately, all security matters and any shortcomings in security provision.
- To be aware of all out-of-hours activities at the school and arrange for site access, opening, closing and heating buildings and the availability of equipment as necessary for the smooth operation of school functions, outside lettings and contractor activities.
- Act as a designated duty-holder in the context of both the Schools Critical Incident & Business Continuity Plan and Lockdown Procedures.

Administration

- To establish and maintain a prioritised list of repairs / improvements.
- To maintain all tools and equipment in good repair and arrange for the training of members of the Premises Team on their safe use
- To ensure mechanical equipment, access equipment and ladders are properly inspected prior to each use.
- To ensure power tools are inspected before use and are PAT tested as required.

REAch2 Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties may be varied by the Headteacher to meet changed circumstances in a manner compatible with the post held.

Person Specification

Factors	Essential	Desirable	Assessment Method
Education, Qualifications and Training	<ul style="list-style-type: none"> ▪ Right to Work in the UK ▪ Completed secondary education ▪ Current First Aid qualification or willingness to undertake training to become a qualified First Aider 	<ul style="list-style-type: none"> ▪ Training in Health & Safety, PAT testing, working at heights, manual handling etc. ▪ Level 2 NVQ in Literacy and Numeracy or GCSE Grade C equivalent 	Certificates
Experience	<ul style="list-style-type: none"> ▪ Experience of carrying out basic DIY tasks ▪ Experience of cleaning in a work environment ▪ Ability to use cleaning products ▪ Ability to operate security, heating plant and other routine building systems ▪ Ability to undertake routine DIY tasks 	<ul style="list-style-type: none"> ▪ Previous experience of working in a premises role in a school or public building ▪ Proven experience in carrying out maintenance in a school or similar organisation 	Application form and selection events
Knowledge and Understanding	<ul style="list-style-type: none"> ▪ Intermediate knowledge of ICT ▪ Awareness of keeping children safe ▪ Basic knowledge of Health and wellbeing, safety and child protection ▪ Understanding of the academy's Ethos and Values ▪ Understanding of Data Protection and confidentiality ▪ To have an understanding of 	<ul style="list-style-type: none"> ▪ Awareness of Control of Substances Hazardous to Health (COSHH) ▪ Knowledge of legionella and asbestos testing 	Application form and selection events

	<p>and a commitment to child welfare and safety</p> <ul style="list-style-type: none"> ▪ Ability to work in an organised manner and use Initiative 		
Skills, abilities and personal characteristics	<ul style="list-style-type: none"> ▪ DBS Clearance with Child Barred list check ▪ Ability to solve problems and find solutions ▪ Active listener ▪ Good communication (written and verbal) ▪ A team player ▪ Good basic DIY skills ▪ Proven ability to work both as part of team and alone without supervision ▪ Accept and respond to authority and supervision ▪ Work with guidance, but under limited supervision ▪ Good timekeeper, organised, motivated, hardworking ▪ Reliable and trustworthy ▪ Flexible attitude to work 	<ul style="list-style-type: none"> ▪ Mature attitude which inspires confidence in those you have contact with ▪ Specific skills in the trade of plumbing, electrical and/or carpentry 	<p>Application form and selection events</p>