

Batley Multi Academy Trust - Job Description

Trust/School Post:	Batley Multi Academy Trust
Department:	Premises Team
Post:	Caretaker
Grade:	7
Accountable to:	Headteacher
Responsible for:	Not applicable
Purpose of Job	
To carry out the key duties and responsibilities outlined below effectively, to ensure the upkeep of the grounds, estates and buildings, whilst ensuring the integrity of the buildings and their contents.	
Responsibilities	
<ul style="list-style-type: none"> ● General upkeep, maintenance and safety of the school premises: including buildings, grounds, pathways, stairways, gutters and drains. ● Responsible for taking a proactive approach to the upkeep of school premises to ensure that there is a welcoming and attractive site, clear of graffiti, litter and fallen leaves and debris. ● Ensuring effective and appropriate lighting and heating of the school premises. ● Act as a key holder: lock/unlock school buildings and attendance at a school in an emergency, when required and as directed. ● Operate and respond to alarms. ● Undertake work promptly and effectively, as directed, after the receipt of a maintenance request; and respond once actioned to ensure a safe working environment for all individuals on site. ● Ensure that all maintenance and grounds equipment and tools are maintained satisfactorily (including routine checks) and are in a safe working condition and that the relevant materials and tools are used for the job. ● Effective clearing and disposal of waste as required. ● Ensure hazards are dealt with immediately wherever possible and report these and any hazard that cannot be dealt with immediately to the Headteacher/ appropriate employee on site. ● Operate and regularly check systems such as heating, lighting and security (including CCTV and alarms) as directed. ● Receive deliveries and provide portorage for the school as required. ● Undertake routine cleaning tasks as required 	

- Decorate areas within school as required.
- Promptly undertake minor repairs to furniture, equipment and the grounds under the instruction of the line manager/ Headteacher.
- Clear snow from main walkways and car parking areas and salt and grit paths, driveways and playing surfaces as necessary.
- Adhere to the School's Health and Safety policies and maintain appropriate records related to Health and Safety and assist with inspections.
- Where appropriate, preparation and marking of pitches for sports as required. Duties will include effective erecting and dismantling (post and nets), marking out, re-seeding, sand spreading and levelling.
- Carry out split shifts as required.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- Teaching and Associate level: A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- All staff: Develop and maintain an awareness of mental health issues affecting both colleagues and students/learners and in act in a supportive way that helps others and enables them to be open about any issues affecting them.

Batley Multi Academy Trust - Employee Specification

Post: Caretaker	Grade: 7
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment (Application/ Interview)
GCSE Grade 4 - 9 (A* to C) or equivalent in English and Maths.	Desirable	Application/ Certificates
Qualification in a trade such as; plumbing/electric/painting/plastering.	Desirable	Application/ Certificates
Experience of site maintenance, grounds maintenance and/or site security or equivalent, including experience of operating tools and equipment.	Essential	Application/ Certificates
Full/clean driving licence with access to a car.	Essential	Application/ Licence
Willingness to undertake training relevant to the role.	Essential	Interview

Performance Attributes <i>Please note, all the following criteria are essential</i>	Method of assessment
Good literacy and numeracy skills.	Application/ Interview
Good IT skills.	Application/ Interview
Effectively communicates and exchanges orally or in writing information to inform others, including colleagues, students, parents/carers and members of the public.	Application/ Interview
Makes a contribution to working flexibly with colleagues within and across teams and supports others to achieve shared goals.	Application/ Interview
Takes a flexible approach to changing priorities or unexpected	Interview

situations.	
Consistently performs to the best of their ability in accordance with the Trust's policies and procedures and delivers an efficient and effective service.	Interview
Responds appropriately to unexpected situations and resolves problems.	Application/ Interview
Recognises the importance of continued professional development and identifies training needs.	Application/ Interview
Works with integrity and professionalism	Interview
Flexible approach and adapts to change in a positive manner.	Interview
Resilient and able to work under pressure.	Interview