



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

Caretaker – Primary

Byron Wood
Academy

ROLE SPECIFICATION

Academy / Department	Byron Wood Academy
Post title	Caretaker
Responsible to	Principal
Full time Salary	£26,017 - £27,710
Pro-Rata Actual Salary	N/A
Working Pattern	Full Time / Permanent
Pension	Local Government Pension Scheme
Working Hours	37hrs per week

ROLE SUMMARY

To oversee the maintenance of the school buildings and grounds. The role will include general repairs and gardening as well as working with the Operations Manager to ensure all appliances and all areas of the building are maintained in line with legal requirements including fire safety and Legionella risk assessments.

Main Responsibilities

- ★* To act as a primary key holder
- ★* Undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas
- ★* Remove graffiti from internal and/or external walls, windows etc., using appropriate cleaning equipment and materials
- ★* Transport refuse to bin/skip areas from agreed collection points
- ★* Inspect after workmen, report any major problem to the Site Manager
- ★* Clear snow off main paths & steps and ramps to facilitate safe access of scholars and staff to premises. Grit as necessary
- ★* Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litterbins, including a daily check for litter and graffiti
- ★* Remove all litter and leaves from Hard/Soft ground areas related to the site
- ★* Responsible for an effective level of security of buildings and grounds. Liaise with security services and deal with alarm systems as appropriate
- ★* Maintain high level of security in rooms/areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas and electrical isolators (fuse boards/circuit breakers)
- ★* Collect or buy goods as required for the efficient completion of any caretaking or maintenance job
- ★* Lock/unlock premises and check for vandalism/break-ins
- ★* Liaise with emergency services (e.g. Police, Fire Brigade, Education Officers) in cases of break-ins, fires etc
- ★* Switch on/off intruder alarms, internal and external lights as necessary. Adjust time clocks when necessary
- ★* Make rooms and premises temporarily secure after break-ins or vandalism. Report incidents to the Operations Manager, Principal, Line Manager and/or Estates Team.
- ★* Board up if possible. Remove loose or fragmented glass. Tidy up immediate vicinity

- ★ ★ Accompany contractor's on & off site as necessary
- ★ ★ Check operation of fire alarms, extinguisher (visual check) & emergency lights on a regular basis
- ★ ★ Make safe gas, water and electric power when locking up
- ★ ★ Be able to drive the school minibus
- ★ ★ General maintenance of building e.g plumbing, joinery etc

The duties listed above are not exhaustive and other similar duties commensurate with grade and responsibilities may be undertaken and are not excluded simply because they are not itemised.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
Excellent literacy and numeracy skills, equivalent to GCSE Grade C/4 in English and Maths	•	
Recognised qualification/substantial experience within a suitable trade, for example joinery and plumbing		•
Experience		
Minimum of 2 years' relevant experience in a similar role		•
Experience of working as a Trade or general site work		•
Experience of working within an educational setting would be beneficial.		•
Knowledge		
Knowledge of building maintenance and Health & Safety	•	
Working knowledge of national curriculum		•
Professional Skills		
Ability to create / complete suitable risk assessments	•	
Excellent communication and interpersonal skills	•	
To effectively and efficiently record key information	•	
Excellent written and oral communication skills	•	
Ability to observe and monitor progress, and maintain records	•	
Good organisation and management skills	•	
Be able to work as part of a team	•	
Ability to work from instructions and own initiative	•	
Personal Qualities		
Have a commitment to keeping children, their families and the community safe	•	
Commitment to self-development and continual improvement	•	
Be friendly and have a flexible approach to work	•	
Commitment to Diversity, Equality and Inclusion	•	

Be enthusiastic and non-judgmental		
Willingness to assist and participate in the wider aspects of school life	•	
Have a calm and confident manner	•	
Demonstrate personal and professional integrity, including modelling Astrea values and vision	•	
Commitment to promote and support the aims and value partners of Astrea Academy Sheffield	•	
Effective time management	•	

GENERAL RESPONSIBILITIES

- ★ ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ ★ Commitment to continual learning and development of skills.
- ★ ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ ★ Demonstrate an excellent record of attendance and punctuality.
- ★ ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★ ★ Work cooperatively as part of the Trust wide staff team.
- ★ ★ This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org