

Job Description and Person Specification

Job details			
Job title	Caretaker		
School	Dell Primary School		
Location	Dell Primary School, Dell Road, Lowestoft		
Hours per week	18.75 hpw	Weeks per annum and contract term	All year round
Grade & Salary	D6 - D7 (dependent on experience) £25989 - £26403 Full Time Equivalent		
Responsible to	Headteacher, School Business Manager and Site Manager		
Responsible for	School Site		
Effective date	ASAP	Job Family	Support staff - Site

Purpose of the role
<p>The Caretaker holds a 24-hour responsibility for the security of the school premises, ensuring a safe and nurturing environment for our children. The hours of attendance for work will be determined by the needs of the school and agreed upon with the Head of Estates. As a key holder, the Caretaker's responsibilities extend beyond regular working hours to address emergencies at any time, day, or night. This role is crucial in maintaining a secure and welcoming atmosphere for our students, staff, and visitors.</p> <p>In addition to security duties, the Caretaker is responsible for routine maintenance and inspections, ensuring that all facilities are in good working order. This includes overseeing the cleanliness of the school grounds, managing repairs, and coordinating with external contractors when necessary. By diligently performing these tasks, the Caretaker helps create a safe and supportive environment where our children can thrive.</p> <p>The hours of the role are 18.75 hours per week (Monday to Friday), split into 5 x 3.75 hour shifts (either 7am-10.45am or 2.15pm-6pm). The rota will be arranged at the discretion of the School Business Manager. Flexibility of shifts/days can be considered for the successful applicant.</p>

Job Description – main duties and responsibilities
<ul style="list-style-type: none"> • Maintain security of the school premises, including key holder responsibilities for emergencies. • Perform routine maintenance and repairs on facilities and equipment • Ensure cleanliness of the school grounds, including classrooms, hallways, and outdoor areas. • Conduct regular inspections to ensure compliance with health and safety regulations • Address emergencies promptly, including fire alarms, security breaches, and other urgent situations • Liaise with external contractors for repairs and maintenance • Accepting and checking of deliveries • Inventory Management: Manage and maintain inventory of cleaning supplies, tools, and equipment • Assist with setting up for school events and activities, including moving furniture and equipment • Report any issues or damages to the Site Manager/School Business Manager/Head of Estates and keep detailed records of maintenance activities

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Safeguarding and health & safety	
<ul style="list-style-type: none"> Evolution Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Therefore, we will conduct pre-employment checks, including a social media search. This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations, and a successful applicant would be required to complete a declaration form to establish whether they are disqualified under these regulations. An enhanced DBS check will be required Promote the safety and wellbeing of pupils, and help to safeguard pupils by keeping up to date with relevant safeguarding guidance and practice, including Keeping Children Safe in Education and Working Together to Safeguard Children Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion Respond appropriately to safeguarding and child protection concerns, following school procedures and reporting promptly to the DSL Adhere to all health & safety regulations and requirements, taking necessary action to ensure a safe working and learning environments for all children, colleagues and visitors Promote a culture of vigilance and openness where pupils and staff feel safe and confident to raise concerns 	
Professional development	
<ul style="list-style-type: none"> Keep own knowledge and understanding relevant and up to date by reflecting on own practice, liaising with manager to identify relevant professional development to improve personal effectiveness Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role Take part in the school's appraisal procedures Follow all Trust and School policies, including the staff code of conduct 	
Supporting the work of our Trust	
<ul style="list-style-type: none"> Support our vision, mission, and values, as well as our principled ways of working. Be a professional role model, promoting the aims of our Trust whilst also providing a critical and supportive lens Develop and maintain strong working relationships with EAT colleagues and contribute to collaborative working across schools Attend and engage in regular professional training, seek support from other leaders, and share best practice across our EAT community Contribute to our 'One Trust' approach, seeking further opportunities to celebrate the work of our staff teams 	

Person Specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> Good numeracy and literacy skills 	<ul style="list-style-type: none"> First-aid training, or willingness to complete
Experience	
<ul style="list-style-type: none"> Experience in DIY/ Trades Experience of following Health and Safety regulations 	<ul style="list-style-type: none"> Experience working in a school environment or other educational setting

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Skills/knowledge	
<ul style="list-style-type: none"> • General maintenance person skills and the ability to provide maintenance of equipment and premises • Proven ability to use your initiative and be self-motivated • Good organisational skills and can prioritise workload • Ability to pay attention to detail and complete required paperwork • To work well under pressure and the ability to remain calm in stressful situations • Excellent verbal communication skills • To be flexible and work evenings and school holidays as required 	<ul style="list-style-type: none"> • Relevant qualification in Health and Safety
Personal Qualities	
<ul style="list-style-type: none"> • Reliable and punctual • Trustworthy • Friendly and approachable • Respectful and professional • Flexible and adaptable • Proactive 	

General information
<ul style="list-style-type: none"> • This job description details the main outcomes required and will only be updated to reflect major changes that impact on the outcomes of the job. It may be amended at any time in consultation with the postholder • All work performed/duties undertaken must be carried out in accordance with relevant, Trust and Local Authority policies and procedures, within legislation, and with regard to the needs of our stakeholders and the diverse community we serve • Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. This Job Description is not an exhaustive list

Signed: Job Holder		Signed Manager:	
Print Name:		Print Name:	
Date:		Date:	