

**SFAET Ltd**  
**Job Description**  
**Temporary School Keeper**  
**Rise Park Academies and across all trust school's**

**POST TITLE:** School Keeper  
**PAY GRADE:** Scale 3 (point 5-6)  
**ACCOUNTABLE TO:** Site Managers

The following provides the overall remit of the post holder. It is not intended as an exhaustive 'job list', but identifies key role descriptors that the post holder is accountable for. The Trust expects staff to work flexibly and with initiative to improve student outcomes, and as such the post holder may be required to carry out tasks as requested by your line management that are commensurate with the grade of the post.

**Working hours**

Between the hours of 6am and 6pm Monday to Friday plus weekends on a rota basis as needed and agreed with your line manager. There may be exceptional circumstances such as school events or covering lettings that require working outside of these hours.

**Key Role Descriptors**

The Cover School Keeper supports the site team by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including portage, cleaning and maintenance.

The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work, training, and appropriate equipment being available and the relevant competencies of the postholder.

The post holder will be expected to work across all schools within the Trust. The Cover School Keeper will be deployed to each school by the Senior Operations Officer and would be expected to cover for when school site staff are unavailable due to holidays and/or sickness and to also assist where there is additional site capacity required. While the site teams are in position the post holder will be required to assist and deputise during their split shift breaks.

The post holder will:

**Security and Supervision:**

- Act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening and securing of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s).
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Dealing with enquiries from visitors, workers and contractors and, where appropriate, advising the Head Teacher of their presence.

### **Caretaking and maintenance:**

- Undertake cleaning of allocated area(s), and secondary cleaning.
- Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Window cleaning, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Wash and clean of diffusers and replacing bulbs/tubes.
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials etc.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
- Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries, automatic pumps and areas subject to flooding.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Maintaining the school premises to a high standard, including general DIY tasks such as painting and decorating.

### **Other duties:**

- Carry out tests, check, inspection and services to equipment, plant and buildings as needed and trained to do so and record on the relevant system.
- Assisting with the supervision and training of cleaning staff in the absence of/as requested by the Site Manager.
- Undertaking letting and related duties as appropriate in accordance with the provincial agreement. Including setting up of equipment and rooms.
- Preparing the school premises and site for out of school activities.

### **General:**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To be flexible with working times and willing to assist when needed, sometimes at short notice or at different locations.
- To show initiative and deal effectively with unforeseen problems as they arise
- To contribute in a positive way to the effective running of the school.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

- The 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.
- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.

**Notes:**

1. The Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
3. This job profile will be subject to review with the postholder after one year and may then be reviewed from time to time.
4. The school has a strong commitment to achieving equality of opportunity to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training.
5. The postholder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role
6. take appropriate action to report, identify and minimise any risks to health, safety and security in the immediate working environment.
7. To work in accordance with the values of the school particularly with regard to promoting positive attitudes towards tolerance and respect for other people.
8. The school is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people.

**SFAET Ltd**  
**Person Specification**  
**Cover School Keeper**

<b>SKILLS and ABILITIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSED BY</b>
Experience of cleaning and first line maintenance	✓		Application & Interview
Ability to use cleaning products	✓		Application & Interview
Ability to operate security, heating plant and other routine building systems	✓		Application & Interview
Ability to undertake routine DIY tasks	✓		Application & Interview
Ability to undertake maintenance tasks such as painting and decorating.		✓	Application & Interview

Ability to communicate information clearly and effectively	✓		Application & Interview
Ability to negotiate effectively to achieve best outcomes	✓		Application & Interview
Ability to manage difficult or controversial exchanges		✓	Application & Interview
Ability to work as part of a team	✓		Application & Interview
Excellent organisational skills	✓		Application & Interview
Ability to manage own time effectively and demonstrate a flexible approach	✓		Application & Interview
Ability to work effectively with a range of adults	✓		Application & Interview
Ability to work independently whilst using own initiative	✓		Application & Interview
Ability to use basic computer applications		✓	Application & Interview
Able to be flexible with their working hours	✓		Application & Interview
<b>KNOWLEDGE</b>			
Understand the school's behaviour management policy	✓		Application & Interview
Understand and support the differences in children and adults and respond appropriately	✓		Application & Interview
Basic understanding of the learning experience provided by the school	✓		Application & Interview
Understand and implement child protection procedures	✓		Application & Interview
Awareness and commitment to equality	✓		Application & Interview
Understand the role of others working in and with the school	✓		Application & Interview
<b>QUALIFICATIONS</b>			
Good understanding of Health and Safety	✓		Application
Basic knowledge of First Aid		✓	Application
Full driving licence	✓		Application
Vehicle holder with commercial insurance	✓		Application

I have read and understood this job description:

**Signed:**..... **Date:** .....