

JOB DESCRIPTION		
JOB TITLE	Caretaker	
HOURS	Part time, 25 Hours per week (flexible)	
	<u>Morning Hours</u> 6.30am to 9.30am - Monday, Wednesday, Friday	
	<u>Other hours</u> Flexible by agreement between 6.30am and 4pm	
REPORTS TO	Site Manager	
SUPERVISES	N/A	Grade 4 Support SCP5 – SCP6

PURPOSE OF THE POST

The job holder will be responsible for 3G pitch brushing (using a grounds maintenance vehicle), light caretaking duties such as putting out chairs and tables, litter picking and portering. The job holder will also support the Site Manager and Site Officers with maintenance tasks and projects and also be responsible for ad hoc transportation of students in the school minibus.

We welcome applications from those interested in job share, full time or part time hours.

THE ACADEMY VISION

Our vision is:

- To have high expectations and enable everyone to achieve success
- To celebrate high quality learning experiences in all areas of school life
- To be at the heart of the community, and prepare everyone fully for their future lives

Every single member of staff at the Academy is employed to translate this vision into effective action.

RESPONSIBILITIES

1	Complete light caretaking duties such as caretaking, ad-hoc cleaning duties, setting out chairs and tables, portering, litter picking, painting walls. Assist Site Officers and the Site Manager with maintenance tasks and projects.
2	3G pitch brushing (using a grounds maintenance vehicle) during pre-school hours
3	Complete ad-hoc mini bus driving requests during the school day. Drive the school bus in a safe and effective manner according to all relevant legislation, policies and procedures in order to minimise the risk of injury and property damage.
4	Perform daily safety and maintenance checks to the Academy's minibuses. Perform minor maintenance duties on the Academy's minibuses such as changing oil, ensuring correct tyre pressures, replacing light bulbs, windscreen wipers etc. Refilling with fuel as required.
5	Advise the line manager of any requirements for maintenance or repairs and arranging for maintenance or repair work to be carried out.
6	Clean the minibuses as scheduled and/or required
7	Responsible for safeguarding and promoting the welfare of students
8	To undertake any other duties as may reasonably be expected by the Headteacher commensurate with grade and to comply with all whole school requirements in relation to health and safety, professional standards, dress code etc. Eaton Bank Academy is a non-smoking site, including the grounds and transport both on site and whilst on Academy business.