

INCLUSIVE | MULTI ACADEMY TRUST

CARETAKER JOB DESCRIPTION

Employment details

Job Title:	Caretaker
Grade:	5 to 6
Reports To:	Headteacher
Job Purpose:	To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.

Main duties and responsibilities

Ensure that buildings, site and resources are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times.
Act as the designated key holder for the school premises.
Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site and cleaning duties.
Arrange emergency repairs.
Arrange regular maintenance and safety checks.
Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
Monitor stock and order supplies.
Undertake general portage duties, including moving furniture and equipment within the school.
Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately.
Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
Monitor the work of and manage cleaning and other site staff.
Work with Senior Leaders to complete risk assessments and ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register.
Consistently and effectively implementing agreed behaviour management strategies.
To collaborate with staff across the Inclusive Multi Academy Trust, sharing ideas and best practice.
Provide on-going, holistic social/emotional /mental health support to children, parents and staff whilst embedding the Nurture Principles across the school.
Maintain high standards in your own attendance and punctuality.
Safeguarding and promoting the welfare of children is everyone's responsibility. In order to fulfil this responsibility effectively, all staff must make sure their approach is child-centred. This means that they must, at all times, do what is in the best interests of the child and follow the guidelines set out in 'Keeping Children Safe in Education'.
Any other duties as deemed appropriate to the post under the direction of the Headteacher.

Person specification

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • NVQ level 1 (or equivalent) • Level 1 Safeguarding / Awareness of keeping children safe • Current DBS 	<ul style="list-style-type: none"> • Previous experience of working with children • Experience of working as part of a team
Knowledge and skills	<ul style="list-style-type: none"> • Understanding of health and wellbeing, safety and child protection • Awareness of data protection and confidentiality • Understanding of the School ethos and values • Effective oral and written communication skills • Strong computer literacy (E mail, word processing, spreadsheet) • Awareness of Control of Substances Hazardous to Health (COSHH) • Awareness of Health and Safety at Work • Manual Handling • Minor DIY repairs and maintenance 	<ul style="list-style-type: none"> • First aid skills • Working knowledge of social media • Knowledge of legionella and asbestos testing
Personal qualities	<ul style="list-style-type: none"> • High standards in your attendance and punctuality • Ability to work in a team • A flexible approach • Problem Solving • Active Listening • Organised • Motivated to support children • Managing Relationships • Resilience • Possess high levels of emotional literacy • Approachable and nurturing personality • Enthusiastic and positive attitude 	<ul style="list-style-type: none"> • Self-confidence • Ability to relate well to other professionals • Good sense of humour • Community facing

This job description has been written by the Inclusive Multi Academy Trust in conjunction with the headteachers of each school. This will be reviewed annually to reflect the plans, growth and development of the school, Trust and education system. As part of the yearly performance development cycle this will be signed by the staff member and their line manager.

Caretaker:	Line manager:	Date:
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