

Job Description: Caretaker

Responsible to:	Site Manager
Job Type:	Permanent
Grade:	6
Hours per week:	37
Working weeks:	52 Weeks
Location	¹ Larkmead School

Summary: Under the direction/instruction of the Line Manager, provide maintenance and security services on the academy site and premises.

MAIN (CORE) DUTIES

Security:

- Lock/unlock academy buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment
- Operate and respond to alarm systems where appropriate
- Liaise with Police, security and surveillance contractors
- Undertake locking and unlocking for lettings

Cleaning and Maintenance:

- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.
- Undertake appropriate repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory
- To organise and carry out minor decoration programme as agreed
- Operation of heating plant, cooling and lighting systems
- Undertake regular site inspections and identify and record repair and maintenance requirements
- Identify defects and record repair and maintenance requirements
- Collect and assemble waste for collection
- Undertake cleaning duties including graffiti removal, litter picking
- Undertake emergency cleaning duties
- Provide emergency access to the academy site
- Coordinate deliveries to the academy
- Undertake activities to maintain safe and clean external environment e.g. gritting

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- Refill and replace consumables e.g. soap & towels
- Report faulty equipment and other maintenance requirements to appropriate person
- Ensure lights and other equipment are switched off as appropriate

Health and Safety:

- To be aware of Health and Safety issues around the academy grounds
- Ensure that all areas of the academy have been cleaned regularly and to satisfactory standards of Health and Safety, particularly in areas of higher risk such as drains, toilets and car park area.

KEY ACTIVITIES

Resources

- To advise the Site Manager on matters relating to energy control and conservation
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data
- To undertake safety audits of the premises including risk assessments as required by the Operations Manager
- Promote and ensure the health and safety of pupils, staff and visitors at all times

Organisational and Supervisory

- Portering duties e.g. delivering mail, moving furniture and equipment
- Assist the Premises Manager in the management, administration and operation of lettings system
- Liaise with line manager and attend meetings as required

General Duties

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

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Qualifications and Experience

Qualities	Essential/Desirable
Basic maintenance within premises	E
Ability to work under own initiative and part of a team	
Ability to work with an in-house IT system	
Maintaining records	
An understanding of keeping a clean environment.	E
Willingness to gain knowledge of Health and Safety procedures and precautions	
Willingness to undertake First Aid. Willingness to gain knowledge of Health and Safety procedures and precautions	E
Effective interpersonal skills	
Ability to work to a planned maintenance programme	
A basic understanding of information technology	D
Clean Full Driving Licence.	
Participate in development and training opportunities.	E
Able to work under pressure and to deadlines	E
Flexibility and patience	
Commitment, enthusiasm and energy	
Willingness to be involved in the wider life of the school community	

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