

20. You will participate in training and other learning activities and performance development as required
21. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
22. You will ensure strict confidentiality in all areas of work.
23. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
24. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
25. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
26. You will always comply with the Trust's policies and procedures.
27. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- GCSE grade C/4 or above (or equivalent) in both English and Maths (C)
- Commitment to and a clear understanding of health and safety (A/I)
- Experience of working to COSHH regulations (I/R)
- Experience in a general maintenance role (A/I/R)
- Good knowledge of moving and handling techniques (A/I)
- Good ICT skills and a willingness to develop ICT knowledge and skills (I/R)
- Awareness and understanding of basic safety and security measures (A/I/R)
- Excellent organisational skills, including planning and time management (A/I/R)
- Flexibility and the ability to work calmly and quickly under occasional pressure (A/I/R)
- Resourcefulness and the ability to multitask and prioritise (A/I/R)
- Ability to work as part of a team (A/R)
- A passion for quality, coupled with integrity and optimism (A/I)
- Strong interpersonal, written and oral communication skills, with the ability to deal confidently with a wide range of people (A/I/R)
- Ability to relate well to children and adults (A/I/R)
- Strong DIY skills (A/R)
- Commitment to the ethos of the academy/Trust (A/I)
- Flexibility of approach, adapting to workloads and staffing levels (A/I/R)
- Flexibility of working hours to meet the needs of the academy (I/R)
- Personal resilience in a busy workplace (A/R)
- Common sense (A/I/R)
- Approachability with a sense of humour and proportion (A/I/R)

Desirable

- Experience of working in a caretaking role in a school or similar environment (A/I/R)
- First aid at work qualification (C)
- Experience of working with education staff and school aged children (A/I/R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

BEHAVIOURS

- Trustworthy
- Honest
- Flexible
- Punctual
- Reliable

- Proactive
- Uses initiative
- Clearly communicates
- Resilient
- Positive

CONTACTS AND RELATIONSHIPS

Managers - in daily contact with Senior leaders/Principal/Head of Academy

Support Staff – in daily contact with support staff who are involved in finance, administration, cleaning, catering, site supervision and health and safety.

Trust Staff – in regular contact with Trust staff within facilities and health and safety.

External – in regular contact with suppliers, contractors, visitors, as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check and barred list.