



CARETAKER / DRIVER (PR017)

JOB PURPOSE
Be responsible for ensuring a safe environment by carrying out maintenance and security of the Academy. Provide a safe and efficient transport service for the Academy ensuring the health, safety and welfare of pupils during transportation.
MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none">• Ensure security of the site at all times, being responsible for opening and closing of the academy in line with agreed procedures, including for emergency call outs• To be responsible for the safety of the site carrying out routine inspections in line with Health and Safety protocols (including COSHH) identifying any issues and remedying or reporting appropriately to ensure the health, safety and wellbeing of children and staff• Ensure that the site is maintained and fit for purpose carrying out minor repairs and maintenance to the site ensuring work is completed to the appropriate standard• Act as point of contact in relation to premises related contractors directing workmen to the location of repair and maintenance work• Ensure building systems are operated in accordance with issued instructions and are maintained and tested to the required standard and frequency• Ensure appropriate and accurate records are kept, maintained and preserved for inspection as and when required.• Undertake general portage duties including the movement and arrangement of furniture and equipment as directed.• Carrying out routine maintenance procedures and inspection of caretaking and cleaning equipment to ensure it is in safe working order and inform the Headteacher of any defects.• To be responsible for the receipt and distribution of materials and equipment to designated points.• Undertake school lettings in accordance with the lettings procedures, preparing the site for after-school activities and ensuring accommodation is prepared for normal school use.• Ensure the premises and furnishings are cleaned in accordance with the required standards• Operate designated vehicles to collect and safely transport pupils to and from the academy ensuring that they arrive on time.
Safeguarding Statement
In accordance with CLPT's Safeguarding Policy and the document 'Keeping Children Safe in Education', all staff have a duty of care to safeguard the health and safety and well being of all students on school premises and when engaged in authorised school activities elsewhere. Staff are inducted to follow policy and procedures to report any safeguarding concerns

Health and Safety
The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the staff VLE and must be observed by the jobholder.
Confidentiality and Data Protection
The job holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available via the Staff VLE.
Equality and Diversity
CLPT is committed to equality and values diversity. As such the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
Training and Development
CLPT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.
Mobility
The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions

The Postholder is required to:	
<ul style="list-style-type: none"> • Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date. • Be aware of and comply with all school policies (available via the Staff VLE. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay. • To promote equality, diversity and inclusion and demonstrate this within the role. • To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos. • To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels. • To act as exam invigilator when required. • To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description. 	
Endorsement:	
<p>This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.</p> <p>This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.</p>	
Declaration	
I accept this job description.	
Print Name:	
Signature:	
Date:	