

## Job Description – Senior Caretaker

<b>Arrangement:</b>	Full time – 37 Hours per week, Monday - Friday working as part of a shift pattern. All year round (including school holidays) – Holidays can be taken during term time.
<b>Salary:</b>	Scale Group 10 Spine Point 37 (37-40) FTE for September 2023 £28,034
<b>Main Purpose:</b>	<p>Matrix Academy Trust is a Multi Academy Trust based in Walsall, West Midlands. The Trust currently has four schools and we are seeking to appoint a Senior Caretaker to supervise the Site Team.</p> <p>The Senior Caretaker will be responsible for ensuring the effective supervision of Site Staff, maintenance &amp; servicing tasks, statutory testing and deployment of caretaking staff across the school estate. The Senior Caretaker will work closely under the guidance of the Trust Hub Facilities Manager. The candidate will be effective in developing systems and practices maintaining an efficient and safe school for all pupils' staff and visitors. To ensure cleanliness of the school premises including liaison with the cleaning contractor.</p>
<b>Main Activities:</b>	<p><b>People</b></p> <ul style="list-style-type: none"> <li>• Effective supervision of all Site Staff, Cleaning contractor and other Contractors and consultants</li> <li>• Day to day supervision of the site team and delegation of tasks and duties</li> <li>• Promoting and safeguarding the welfare of the children, young people and vulnerable adults he/she comes into contact with.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Ensure the Parago Management system is regularly monitored and up-to-date including the Site Helpdesk, Compliance Management and Project Management.</li> <li>• In conjunction with the Hub Facilities Manager ensure the health &amp; safety of pupil's staff and visitors ensuring statutory checks and monitoring procedures are followed and records up to date.</li> <li>• In conjunction with the Hub Facilities Manager to implement Health &amp; Safety regulations and ensuring legal compliance</li> <li>• Ensure policies and procedures as designated by Matrix Academy Trust are followed and adhered to.</li> <li>• Completion of Risk Assessments in conjunction with the Trust Hub Facilities Manager.</li> <li>• Ensuring that all tests/inspections on various health and safety equipment such as legionella and asbestos checks, fire alarm, fire extinguishers and emergency lighting etc. Record all tests and inspections in line with appropriate legislation and Trust policy.</li> </ul> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Maintain the security and safety of the premises and its contents at all times, open and close at appointed times, carry out security procedures operating intruder alarms as per the Headteacher's and Governors' instructions and securing premises following illegal entry/vandalism.</li> <li>• On occasions respond to emergency call outs due to alarm activations or intruders on site.</li> </ul> <p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>• Ensuring the school is a safe and welcoming environment for all staff pupils and visitors</li> <li>• Use trade skills, e.g. carpentry, electrical and plumbing to maintain and upgrade the site as required.</li> </ul>

- Ordering of janitorial materials and monitoring of the allocated budget

### **Budgeting**

- In conjunction with the Hub Facilities Manager manage costs and cost plans for repairs/maintenance and building activities as required. Any major repairs or projects will be subject to quotation or tendering thresholds.

### **Heating and Lighting**

- Operation of the heating plant, to ensure correct temperatures are maintained throughout the school. Ensuring that there is an adequate supply of hot water available.
- Maintain the cleaning of heating plant, air conditioning Filters, fan assisted heaters and boiler houses.

### **Cleaning/Appearance of the School**

- In conjunction with the Hub Facilities Manager liaison with the Cleaning Contractor to ensure the school is kept in a presentable manner.
- Provide safe access to the premises in the event of snow/minor flooding or similar emergency situations.
- Ensure all outside steps, playgrounds, pathways and playing fields are kept in a clean condition and that all waste paper receptacles are emptied daily.
- To be responsible for the collection of litter from grassed, landscaped, car parks and other areas on the schools land. Ensuring that drain grids are free from litter and other debris.
- Ensure that toilets are adequately stocked with toilet requisitions at all times.

### **Portage**

- Ensure all portage duties are performed according to the school's needs, as determined by the Headteacher. This will include the management of receiving and distributing cleaning materials, equipment and other relevant goods, delivering packages to departments.
- Collecting and disposing of all rubbish to appropriate containers.
- Destroying sensitive documents via incinerator or shredder as instructed by line manager.
- Move furniture and equipment around School as required.
- Prepare and clear desks and chairs for school examinations and other events.

### **Contractors**

- In conjunction with the Hub Facilities Manager attend to visitors/contractors, including site visits, receiving telephone calls and other communication as appropriate.
- Liaise with contractors when quoting for goods and services
- Ensure contractors adhere to School Health & Safety and Control of Contractors policies etc.
- In conjunction with the Hub Facilities Manager monitor the work of all contractors engaged in the maintenance and repair of the school premises ensuring a high standard of workmanship is received.

### **Testing, Monitoring and Recording**

- Ensure all statutory testing is carried out as legislation requires
- Monitor various aspects of health and safety, i.e. Asbestos, Legionella, pathways and slabbed areas etc. and to record findings on appropriate paperwork.
- To keep, update and /or return all necessary documents and records as required by the Headteacher, Governing Body or Matrix Academy Trust.

	<p><b>Stores/Equipment</b></p> <ul style="list-style-type: none"> <li>• To be responsible for the safe and correct storage, maintenance, issue, use of materials chemicals and machinery.</li> </ul> <p><b>Swimming Pool</b></p> <ul style="list-style-type: none"> <li>• Operate plant equipment and pool cover. Ensure that the swimming pool is correctly treated, heated and cleaned in accordance with specified procedures</li> </ul> <p><b>Window Cleaning</b></p> <ul style="list-style-type: none"> <li>• To undertake certain window cleaning within safety requirements.</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>• Transport pupils using the School Minibus</li> <li>• Attend First Aid, Safeguarding and Minibus Driver Training as required</li> <li>• Administer First Aid to pupils, staff and visitors as required.</li> <li>• To attend any other training courses as required</li> <li>• To undertake any duties reasonably directed by the Headteacher</li> </ul>

## Personal Specification – Senior Caretaker

<b>Desired Personal Attributes</b>	<b>Method of Assessment</b>
1. Physical <ul style="list-style-type: none"> <li>• Fit and healthy as the post requires physical exertion.</li> <li>• Maintain a good standard of personal hygiene &amp; presentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Job and medical history from</li> <li>• Application form</li> <li>• References</li> <li>• Performance in interview process</li> </ul>
2. Qualifications <ul style="list-style-type: none"> <li>• Relevant Facilities or equivalent qualification.</li> <li>• Candidates must have an adequate level of literacy and numeracy (GCSE in English &amp; Maths).</li> <li>• First Aid Qualification</li> <li>• Trade skills</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Certificates</li> <li>• Reference</li> <li>• Interview task</li> </ul>
3. Experience <ul style="list-style-type: none"> <li>• Experience of working within the facilities/education industry.</li> <li>• Experience of manual handling procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Reference</li> </ul>
4. Skills and Knowledge <ul style="list-style-type: none"> <li>• Ability to lead a team of employees.</li> <li>• Ability to work independently using own initiative.</li> <li>• Can work constructively as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Reference</li> </ul>
5. Personal Circumstances <ul style="list-style-type: none"> <li>• The ability and willingness to do additional hours as and when required.</li> <li>• The ability to be flexible in fulfilling contractual hours.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Reference</li> </ul>
6. Disposition and Personal Characteristics <ul style="list-style-type: none"> <li>• Dependable and reliable.</li> <li>• Confidence in being responsible for staff and facilities.</li> <li>• Trustworthy</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
7. Legal Requirements <ul style="list-style-type: none"> <li>• Enhanced Disclosure &amp; Barring Service (DBS) check required.</li> <li>• Must not be prohibited from working with children.</li> </ul>	<ul style="list-style-type: none"> <li>• DBS Check</li> <li>• Application form</li> <li>• References</li> </ul>
8. Other Requirements <ul style="list-style-type: none"> <li>• Willingness to work as part of a shift pattern alongside other site staff</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Certificate</li> <li>• References</li> </ul>