

## Job Description

<b>Job Title:</b>	Apprentice Caretaker (Secondary)
<b>Responsible to:</b>	Senior Caretaker (Secondary)
<b>Job Purpose:</b>	<p>Works under broad direction and laid down procedures.</p> <p>Under direction from the Senior Caretaker carrying out apprentice caretaking services to all buildings forming the school site, ensuring a safe and secure environment.</p> <p>Where appropriate undertaking minor or temporary maintenance and repairs under direction from the Site team.</p> <p>Responsible to the Senior Caretaker or nominated representative for the effective provision of apprentice caretaking, cleaning and site maintenance routines</p> <p>Contributes to the school's statutory duty to safeguard and promote the welfare of children.</p>
<b>Hours:</b>	37 hours per week for 52 weeks per year
<b>Salary:</b>	£8.00 per hour

## Duties & Responsibilities

- Assist with the day-to-day upkeep and maintenance of the school buildings, grounds, and equipment.
- Support routine statutory and other health and safety checks.
- Help with setting up rooms and spaces for school activities, events, and meetings.
- Following appropriate training; install, maintain or repair equipment and furniture.
- Carry out basic repairs and report any issues with the building promptly to the Site and Senior Office Manager.
- Assist in renovation/refurbishment projects during the school holidays.
- Learn and apply safe working practices in line with school policies and statutory regulations.
- Assist with monitoring and replenishing cleaning and maintenance supplies.

## Professional Development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the senior Caretaker.
- Complete all required apprenticeship training modules and assessments.
- Gain practical experience in facilities management, Health and Safety compliance, and building maintenance.
- Gain practical experience in the use of equipment and power tools needed for the role, with support from the Site team.
- Receive mentoring and guidance from the Site team and Senior Office Manager and other experienced staff.

**Other:**

- Move equipment and resources as required
- Mark sports pitches (where appropriate)
- Assist with the checking of fire alarm systems
- Understanding risk assessments
- To always support the Catholic ethos of the Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Multi Academy Company policies & procedures.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- Other duties as may be determined from time to time within the general scope of the post.
- Duties and responsibilities outside of the post will only be required with the agreement of the post holder.
- The Multi Academy Company reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.
- The Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Multi Academy Company in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.*

*This job description is current at the date shown, but, in consultation with you, may be changed by the Multi Academy Company to reflect or anticipate changes in the job commensurate within the grade and job title.*

I have read and understand the job requirements, responsibilities and expectations set out in this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_