

Job Description

Post Title:	Assistant Caretaker
Location:	Hilton Spencer Academy
Salary/Pay Range:	NJC04 – NJC06
Hours of work:	<i>25 hours per week (2pm – 7pm), with occasional need for flexibility, 52 weeks a year, Permanent.</i>
Reporting to:	Site Manager, Principal, Trust Estates and Facilities Manager

Purpose of Role

Purpose of Role To assist in the efficient and effective site management of the Academy ensuring the security, maintenance, cleanliness and general appearance of the buildings and surrounding areas are maintained in accordance with the Spencer Academies Trust standards. The Assistant caretaker will have delegated responsibility for premises decisions.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

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Specific responsibilities include:

Health and Safety

- Working with the Site manager, ensuring that the Health, Safety and Environmental (HSE) requirements are maintained as specified in the HSE Management System.
- Assisting the Senior Leadership Team and Trust Estates and Facilities Manager to formulate, monitor, implement and review the Academy's Health and Safety policy, including the introduction of all Risk Assessment procedures.
- In the absence of the Site Manager, to advise all employees as appropriate on Health & Safety matters.
- Working with the Site manager, to continually assess the site for Health & Safety risks and to undertake regular Health & Safety inspections as directed by the Local Governing Body, Senior Leadership Team and Trust Estates and Facilities Manager.

- In co-operation with the Fire Service, the installation and maintenance of equipment for protection against and escape from fire. Keeping records and initiating regular fire practices.
- Ensuring health and safety management systems, processes and practices are maintained accurately and timely

Premises

To assist the Site Manager to plan, manage and/or undertake planned and reactive maintenance programmes, to include, but not limited to, painting, decoration, joinery, plumbing and internal glazing to include liaison with suppliers, overseeing contractors and monitoring service level agreements in conjunction with the Trust Estates and Facilities Manager.

In the absence of the Site Manager, monitor all service contracts including cleaning to ensure that maintenance is performed according to schedules.

The duties of the assistant caretaker include, but are not limited to, the following:

- In the absence of the Site Manager to be responsible for the ongoing operation of the building services, ensuring that defects and malfunctions are reported to the Maintenance Engineer/Trust Estates and Facilities Manager and dealt with in a timely fashion. **In the case of a serious malfunction the Senior Leadership Team must be informed immediately.**
- Be responsible as key holder for the premises, lock/ unlock the site, attending call-outs and emergencies outside of the school day.
- To be responsible for ensuring clear and safe pedestrian access to the school and on the school site in particular during adverse weather conditions (e.g. snow clearing, gritting etc.).
- To store and dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
- To undertake porterage tasks as required including setting up and clearing away furniture.
- To undertake handyman tasks such as minor plumbing issues, joinery and building maintenance skills.
- To ensure the grounds are clean and presentable, where required to undertake basic gardening maintenance duties.
- To attend, as necessary, to visitors, such as contractors, utility supplier representatives, and monitor any work being carried out.
- To undertake cleaning duties, interior and exterior, as appropriate.
- To assist the Site Manager with delegated responsibility for compliance with statutory regulations relating to asbestos, PAT, legionella and emergency light testing, gas and electrical testing and to undertake risk assessments as appropriate.
- Responsible for the availability and operation of the premises during lettings, attending and securing the school during/ following regular and occasional lettings outside normal school hours.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including the Employee Code of Conduct, IT, Health and Safety and Safeguarding.

- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust supporting its values of aspiration, partnership and responsibility, and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

Additional Information

Although a 25-hour week is in operation, the nature of the post requires flexible working patterns to meet the needs of the Academy. The post holder will be required to cover the absence of the Site Manager where required. Consequently, working arrangements will be determined by the Principal and Site Manager.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our children and young people. Therefore, we expect everyone to share this commitment. All appointments are subject to satisfactory pre- employment checks, including a satisfactory Enhanced criminal records with Barred List Check through the Disclosure and Barring Service (DBS) and the completion of Level 2 Safeguarding training. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

The Trust and its member academies are committed to promoting equality and diversity in both employment and education provision. We aim to ensure that students, parents, governors, employees, contractors, partners, clients and other stakeholders within the Trust community are treated fairly, and with dignity and respect regardless of Protected Characteristics.

Spencer Academies Trust is a Disability Confident Committed Employer

Name

Signature

Date

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education GCSE Maths and English grade C or equivalent	✓	
Recognised training/qualification associated with site management	✓	
H&S qualifications		✓
Previous experience in an educational environment		✓
Knowledge and skills		
Ability to communicate clearly orally and in writing and able to work collaboratively with others	✓	
Ability to work within school based systems and specified timelines	✓	
Through and demonstrable knowledge of building maintenance works (fabric and internal systems e.g. heating, plumbing, carpentry, electrical etc)	✓	
Knowledge of Health & Safety Legislation – willing to undertake training as appropriate.	✓	
Sound planning, negotiation and influencing skills together with ability to gather information, analyse data and problem solve.	✓	
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
Initiative and ability to prioritise own work and that of others to meet deadlines	✓	
Efficient and meticulous in organisation	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	✓	
Ability to evaluate own development needs and those of others and to address them	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	