

<b>THE PARTNERSHIP TRUST</b>	
<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>	
<b>NAME:</b>	
<b>POST TITLE:</b> Caretaker	<b>GRADE:</b> BANES GRADE 4 (SCP 7-8)
<b>RESPONSIBLE TO:</b> Caretaker / Headteacher	
<b>DATE:</b>	

### JOB PURPOSE

The primary purpose of this post is to undertake a range of duties with regard to the building, site and environment and their users, ensuring their safety and security.

### MAIN DUTIES AND RESPONSIBILITIES

- To ensure site security to include locking/unlocking and ensure cover during periods of staff absence, setting security alarms as necessary, carrying out security checks and responding to emergency call-outs as required.
- Undertake regular site inspections, identifying defects and recording repair and maintenance requirements as appropriate
- Undertake a range of minor maintenance work of the premises and its furnishings, e.g., remedial painting and decorating, repairs to fixings and small-scale improvements
- Assist the site manager / Head teacher in arranging for major maintenance work to be carried out, to include escorting contractors and others to site repair and maintenance, monitoring the safety of their working practices and follow up any apparent failures
- To assist in the operation of the premises heating system, ensuring all equipment operates at maximum efficiency and regularly inspect equipment to ensure that it is clean and in safe working order.
- Be responsible for the receiving of deliveries of goods and equipment and distributing as appropriate. To include maintaining appropriate records as required.
- Be responsible for health and safety checks throughout the school as directed by the site manager / head teacher.
- Promote and ensure the health and safety of pupils, staff and visitors at all times
- Undertake general portering duties to include the setting out and putting away furniture as necessary
- Ensure lights and other equipment are switched off as appropriate
- Work with central site team to ensure that the school is well maintained and that the school operates in line with the Trust's Health and Safety Policy and all recommended guidance, to include supporting the delivery of statutory and required health and safety checks

- Ensure access to the school is free from obstruction and hazard at all times (to include treating of surfaces in cold weather as required).
- Ensure external areas (playgrounds, car parks, pathways) are kept clean, safe, and free from hazards (e.g., snow and ice in winter). Maintain external areas to the expected standard including carrying out grounds maintenance as required.
- Conduct regular health and safety checks, including fire alarms, extinguishers, and emergency lighting. Maintain accurate records of safety checks and risk assessments.
- Inspect and maintain internal and external play equipment.
- To assist in ensuring the Team's services are responsive to community needs and that equal opportunity and health and safety issues are identified and addressed effectively.

### OTHER

- To undertake other appropriate duties at the request of the Caretaker/Headteacher in line with the scope and spirit of the job purpose, the title of the post and its grading.
- To work at other Trust schools as required to cover in the event of staff absence or in situations where additional support is required.
- During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

### GENERAL

The Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As this postholder will be working in regulated activity, an Enhanced Disclosure and Barring Service (DBS) check will be required prior to commencement of employment. Individuals will be expected to provide details of their disclosure as soon as they receive it or if they are registered with the DBS Update Service to have given their permission for the Trust to access their online record.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager or Designated Safeguarding Lead.

The postholder will be required to promote, monitor and maintain health, safety and security in the work place to include ensuring that the requirements of the Health & Safety at Work Act and all other mandatory regulations are adhered to.

The postholder will be expected to undertake any appropriate training provided by the School or Multi Academy Trust to assist them in carrying out any of the above duties.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

This job description may be reviewed from time to time and amended after discussion with the postholder. It does not form part of the written particulars of employment of the postholder.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> <li>• Practical DIY and maintenance skills.</li> <li>• Good awareness of health and safety regulations.</li> <li>• Reliable, punctual, and able to work independently.</li> <li>• Good communication and interpersonal skills</li> <li>• Manage direct reports and work effectively as part of a school team</li> </ul>	<ul style="list-style-type: none"> <li>• A technical craft qualification</li> <li>• Basic IT skills (email, logging jobs, reporting).</li> <li>• Training in first aid, manual handling, or COSHH.</li> <li>• Full clean driving licence</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience in a similar caretaker or facilities role.</li> <li>• An ability to relate well to both children and adults and to work constructively as part of a team.</li> <li>• Ability to use IT to communicate via email and track/log work</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a school or educational setting.</li> </ul>
Skills & Knowledge		<ul style="list-style-type: none"> <li>• Ability to self-evaluate development needs and actively seek learning opportunities</li> </ul>

		<ul style="list-style-type: none"><li>• Knowledge of current Health &amp; Safety legislation in relation to premise management</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>• Commitment to safeguarding pupils' wellbeing and equality</li><li>• Resilient, positive, forward looking and enthusiastic about making a difference</li><li>• Patience</li><li>• Enjoyment of working with children</li></ul>	

