

JOB DESCRIPTION

Role Title	Department	Reports to
Caretaking Shift Supervisor (Evenings)	Site	Site & Caretaking Coordinator

PURPOSE

The Caretaking Shift supervisor is responsible for overseeing and coordinating the activities of a team of site and caretaking staff, ensuring that operations during their shift run smoothly.

The post holder will also be expected to fulfil a range of duties, including maintenance and cleaning, repairs, portering duties, security duties, and lettings, ensuring day to day operations are maintained and carried out to the highest standards.

The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The Trust reserves the right to alter this job description at any time.

DIMENSIONS

Direct Reports	Budget Responsibility
Caretaker(s) Site Assistant(s) Cleaning Team	None

PRINCIPAL ACCOUNTABILITIES

Supervisory

- To provide advice, support and guidance to a team of site staff, acting as a point of escalation when needed
- To work with the Site and Caretaking Co-ordinator to agree, carry out and monitor daily schedules for the team, ensuring that tasks are appropriately prioritised and the allocation of tasks across the team is fair.
- To undertake the line management of, and annual appraisals for, direct reports, seeking and incorporating feedback from key members of staff.
- To ensure Site team members comply with Academy and Trust procedures, policies and expectations.
- To ensure the induction and training of newly appointed team members is carried out effectively.
- To oversee the work of contractors on site during the shift, ensuring that they are operating safely and effectively, in line with Academy expectations.
- To provide support / be the first escalation point for the lettings team for issues that may arise, including but not limited to making the decision to suspend the lettings should the conditions become unsafe

- To provide feedback to the Site and Caretaking Co-ordinator and other colleagues on the effectiveness of caretaking and security arrangements, highlighting potential improvements.

As a member of the caretaking team:

General

- To fully understand the day-to-day security, maintenance and upkeep of the Academy buildings, grounds, plant and machinery.
- To provide a safe, secure, clean, welcoming and stimulating environment for the staff, students and visitors to the Academy, ensuring that health and safety requirements are complied with.
- To assist the Site & Caretaking Co-ordinator with establishing and applying appropriate systems and working practices and ensure compliance with all relevant statutory regulations and recognised best practice.
- To carry out a wide variety of estates and lettings related tasks.
- To assist in planning and preparation for Academy events, providing “hands on” assistance including with the setting up, dismantling of furniture and equipment and other manual duties for a number of events throughout the year, some of which are outside normal hours and for which overtime will be paid when appropriate.
- Daily duties for known operational estates and lettings work will be issued each day, this will change and evolve, and the expectation should be that the post holder is able to deal with all necessary estates and lettings related duties that arise, prioritising appropriately.
- To complete checklists and audit documents as and when required, ensuring that all work carried out is approved and recorded in the appropriate files.
- To carry out all appropriate training and operate all machinery and tools associated with the role.
- To ensure the Site & Caretaking Co-ordinator is regularly updated in respect of work completed or any delays in work planned/organised.
- To be flexible by providing cover for other members of the Site Team during periods of holiday and other absence, carrying out all duties as required.
- Carry out any other reasonable administrative and/or other duties and responsibilities as required.

Security

- To be responsible for the security of the Academy, applying a rigorous regime of locking and unlocking of the building following procedures in place in accordance with your shift pattern. This involves providing cover for other members of the Site Team when required.
- To act as one of the registered key holders for Watling Academy, ensuring that all emergency calls during and outside Academy and working hours are addressed and resolved.

Health & Safety

- To undergo all necessary training as required, for example PAT testing training, manual handling, working at heights, fire and health and safety training.
- To assist in controlling the Academy heating system, security systems, fire alarm systems and other estates related operational systems throughout the Academy.
- To follow Academy procedures in cases of freezing or inclement weather conditions.

- To ensure that relevant Health and Safety legislation, procedures and best practice are continually observed by promoting and demonstrating safe working behaviour within the Academy.
- Work with the Site & Caretaking Co-ordinator to ensure safety checks are carried in accordance with the Academy's Health and Safety Policy, and legislation.
- Ensure the Academy is legally compliant with statutory inspections and maintenance, including but not limited to legionella, fire, PAT testing and other annual maintenance. Carrying out relevant testing as required.
- Ensure all contractors are aware of and observe the Academy's health and safety regulations.
- Undertake regular checks that regulated substances are being stored and used correctly.
- Carrying out the testing of fire alarms weekly, ensure firefighting equipment is maintained and checked regularly and manage termly fire evacuation practices.

Painting/Decorating and Utilities

- To carry out maintenance and repairs as required including painting/decorating, fixing of equipment and furniture, doors or flooring.
- Maintenance of all Academy lockers, ensuring they are in good working order, clean and that students have access as and when required. Replacing locker doors, locks and removing graffiti as and when necessary.
- To ensure the highest standards of general maintenance and cleaning of the Academy, including preparing and completing work schedules and monitoring/record keeping.

Cleaning

- To supervise the cleaning team, ensuring all cleaning duties are carried out in line with expectations.
- To carry out cleaning duties when necessary, ensuring that the Academy is clean and tidy at all times.

Environment

- To support the Academy with driving change in respect of environment matters, recycling, monitoring water and energy consumption, advising the Site & Caretaking Co-ordinator on efficiency accordingly.
- To ensure that the internal and external Academy environment is maintained to a high standard, including all types of furniture.

Grounds

- To work with the rest of the Site team to ensure that internal and external plant areas and lawns are maintained to a high standard.

Other duties

- This job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties.

To carry out any other reasonable duties as requested by your line manager or the Head of Academy. The Academy reserves the right to change this job description.

PERSON SPECIFICATION

<p>Qualifications/Education/Training</p>	<ul style="list-style-type: none"> • GSCE Maths and English, grade C or equivalent (Desirable). • First Aid Certificate. (Desirable) • Evidence of further relevant qualifications, post 16 (Desirable)
<p>Knowledge/Experience</p>	<ul style="list-style-type: none"> • Previous experience of working as a Caretaker/Site Operative in an education setting (Essential) • Experience and knowledge of general buildings maintenance and repairs, decorating, cleaning, plumbing and electrical safety checks. (Essential) • Experience of maintaining buildings, grounds, plant and machinery. (Essential) • Line management experience (Desirable) • Knowledge of Microsoft Systems preferable, although training will provided where necessary. (Desirable) • Previous experience of working in accordance with and applying regulations including Health & Safety, manual handling and COSHH. (Essential) • Previous experience of handling security and Health & Safety matters. (Essential) • PAT testing experience. (Desirable)
<p>Technical/Business Skills/Ability</p>	<ul style="list-style-type: none"> • Experience or skills in a trade. (Desirable) • Excellent planning, time management and organisational skills (Essential). • High levels of accuracy and attention to detail (Essential). • Competent at basic building repairs and maintenance. (Essential). • Ability to understand regulations such as health & safety, manual handling, COSHH etc. (Essential) • Ability to work ad hoc evenings/weekends. (Essential)
<p>Particular Aptitude/Personal Skills Required</p>	<ul style="list-style-type: none"> • Ability to prioritise workloads and work under pressure to meet deadlines. (Essential) • Ability to work alone, using own initiative and work as part of a team. (Essential) • An eye for detail, error checking, and an ability to problem-solve and work on own initiative. (Essential) • Ability to recognise and report issues and problems. (Essential) • Ability to work at heights. (Essential)
	<ul style="list-style-type: none"> • Excellent interpersonal skills. (Essential)

	<ul style="list-style-type: none"> • Flexible approach to meet the needs of the Academy, particularly during busy periods. (Essential) • Initiative and willingness to step in and assist in a variety of tasks when needed. (Essential) • An effective team player. (Essential) • Ability to communicate with staff members at all levels, parents, students, visitors and potential clients. (Essential)
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Further information about the role and the contractual requirements

- You will be required to provide cover for other members of the Site Team during holiday or other absence, and they will do so for you. Working hours during Academy holidays will be agreed with the Site & Caretaking Co-ordinator in advance.
- You may be required to work some weekend days throughout the year to meet the needs of the Lettings strategy, or to support with exams set ups, on an as needed basis. Weekend working will be paid at the appropriate overtime rate.
- You will be required to take half of your annual leave in term time.
- You will be required to reserve some of your annual leave entitlement to cover the Academy Christmas closure period.

On Call Payment

There may be occasions when you are required to attend the Academy outside of the opening hours to handle emergency situations. You will be entitled to a call-out payment and the details are as follows:

- Upon accepting an emergency telephone call, you will receive a payment of £10.
- Upon attending the Academy premises in an emergency situation between the hours of 6am to 6pm you will receive a payment of £50 which includes the first hour of work. After this time overtime may be claimed at the relevant rate.
- Upon attending the Academy premises in an emergency situation between the hours of 6pm to 6am you will receive a payment of £150 which includes the first three hours of work. After this time overtime may be claimed at the relevant rate.

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: