

Wellspring Academy Trust



Job Description

Post Title: Assistant Caretaker

Department: Estates

Reporting to: Estates Manager

Salary: NJC

WELLSPRING

We Make A Difference

Purpose of the post

To provide an on-site cleaning/caretaking service.

Responsibilities

- To be responsible for the cleaning of a specified area in accordance with the Trust's current standards and methods.
- To store cleaning equipment and materials in a safe place
- To report to the immediate supervisor any problems relating to cleaning equipment and materials
- To carry out caretaking duties as directed by the Estates Manager / Head of School (or other designated person) as outlined on the job information sheet. E.g. minor repairs to fabric of building and/or equipment.
- To be a key holder for the school premises where it is considered necessary.
- Staff training/training in order to ensure that health and safety standards are met and maintained.

Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.

All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

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Person Specification

		Essential / Desirable	How Identified
Section	Information		
Education and Training			
	To be able to demonstrate a good all-round standard of education.	D	A
	Qualifications relevant to the post (i.e. FM, Building Cleaning Certificate, Building/Joinery NVQs Level 2)	D	A
	Sound knowledge of safe maintenance and cleaning techniques	D	I/A
	General basic maintenance	E	I/A
	Health & Safety qualifications	D	A
Experience			
	Previous experience of an FM or an estates type role	D	I/A
	Experience of planned maintenance programme	D	I/A
	Experience in Health & Safety, statutory and compliance matters in relation to facilities and premises	D	I/A
	Understanding of providing a customer led service to schools	D	I/A
	Experience of working in an educational establishment or similar environment	D	I/A
	Understanding the needs of the school and the reactive nature	D	I/A
	Experience of keeping work records	D	I/ A
General and Specialist Knowledge			
	Awareness & understanding of basic safety and security measures	E	I/A
	Knowledge of building Health and Safety and COSHH regulations	D	I/A
	Knowledge of Statutory & Non-Statutory compliance	D	I/A
	Awareness of health & hygiene procedures	D	I/A
	Understanding of the issues associated with safety, site security and the ability to provide appropriate responses / actions	D	I/A
	Effective use of site equipment and other specialist equipment/resources for site maintenance & management	D	I/A
Skills and Abilities			

	Ability to work effectively and supportively as a member of the estates and school team	E	I/ A
	Ability to identify work priorities, whilst ensuring that lower priority work is kept up to date	E	I/ A
	Ability to act on own initiative, dealing with any unexpected problems that arise	E	I/ A
	Ability to demonstrate good basic DIY skills, including joinery, plumbing and painting	E	I/ A
	Ability to demonstrate good interpersonal skills to communicate with a range of people	E	I/ A
	Ability to provide high quality supervision, training and support to cleaning staff	D	I/ A
	Good computer skills	E	I/ A
Additional Requirements			
	Operate with the highest standards of personal/professional conduct and integrity	E	I/A
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	I/A
	Willing to undertake training and continuous professional development in connection with the post.	E	I/A
	Work in accordance with the Trust's values and behaviours.	E	I/A
	Able to undertake any travel in connection with the post.	E	I/A
	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	I/A
	Satisfactory DBS disclosure to work in an environment dealing with young people	E	I/A
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	I/A
	A commitment to safeguarding and promoting welfare for all	E	I/A