



Job Description and Person Specification

Post title:	Caretaker (Primary)
Accountable to:	Office Manager/Trust Head of Estates
Grade:	ALP 3
Post holder name:	
Post holder signature:	

ROLE OVERVIEW:

To support the management of all aspects of the Academy site including security, cleanliness, portage, monitoring of contractors, routine maintenance and minor repairs. To provide efficient and occasional cleaning and caretaking support to the academy, including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards, and that heating systems operate at optimum efficiency.

KEY ACCOUNTABILITIES:

SECURITY AND SAFETY

- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary, and report defects and malfunctions to designated member of the Senior Leadership Team.
- To be responsible for maintaining the security of the premises and its contents including monitoring the academy's CCTV system, if applicable.
- To clean light fittings, replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- Remedial action after break-ins, for example boarding up broken windows. Re-glazing small internal windows.
- Undertake risk assessments and COSHH procedures as appropriate.
- May be required to assist with fire evacuation procedures.

MAINTENANCE, CLEANING AND REPAIR

- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- In the event of a burst or leaking water pipe, the water supply should be turned off, spillage removed and furnishings cleaned.
- Remove spillages and resultant stains from floors and other surfaces.
- To ensure that gullies, drains etc. are kept free from debris and that the academy and grounds are litter free. Litterbins are to be emptied and the contents disposed of on a daily basis.
- To be responsible for ensuring clear and safe pedestrian access to the academy, particularly in adverse weather conditions (e.g. snow clearing, gritting).
- To dispose of waste material in a safe, hygienic manner, ensuring that it is available for collection as required.

Painting and Decorating:

- Temporary making good of colour wash e.g. when cabinets are moved, and the blotting out of graffiti. Making good paint work e.g. touching up scratch damage. To undertake repairs, projects and redecoration tasks as appropriate.

Joinery:

- First line maintenance of fixtures and fittings. Minor repairs as a temporary measure after break-ins, vandalism etc. Minor repairs to fixtures and fittings such as replacing locks,
- Minor repairs to furniture, replacing door, window catches and door closers
- Minor improvements such as the erection of small shelves, display and notice boards.
- Advice, and/or undertake, where appropriate renovation projects

Plumbing:

- Unblocking sinks, traps and waste pipes. Adjustment and rewashing of taps. Stopping leaks.

RESOURCES

- To use the Parago compliance training software and enter checks.
- To undertake portage tasks as required, including setting up and clearing away furniture.
- To control the provision of toiletry items, including requisition, storage and distribution of such items.
- Responsibility for ensuring replacement of paper towels, toilet rolls and soap in toilets and teaching areas.
- To report emergencies in the case of faults with gas, electric and water supply to the and report any minor faults on site to the Office Manager.
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the postholder's area of responsibility.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: CARETAKER (PRIMARY)

Education & Qualifications	Essential	Desirable
A good standard in education 5 or more GCSEs at grade C and above including Maths and English.	✓	
Experience		
Experience of working in a site security, safety, cleaning or maintenance environment.	✓	
Knowledge & Skills		
Good understanding of a school maintenance environment.		✓
Full working knowledge of relevant policies/codes of practice/legislation.		✓
Ability to relate well to children and to adults.	✓	
Good organising, planning and prioritising skills.	✓	
Methodical with a good attention to detail.	✓	
Good practical skills, ability to work in different environments (outside/cold/rain etc).		✓
Personal Attributes		
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
Commitment		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Trust sites	✓	

Is fluent in the use of the English language	✓	
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