



ATHENA
LEARNING TRUST

Caretaker

Applicant Pack

Closing date:

Rolling

Interview date:

TBC



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility**, and **be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:	Caretaker
School Base:	Launceston College
Closing Date:	Rolling
Interview Date:	TBC
Vacancy Start Date:	ASAP
Contract Type:	Permanent
Salary:	£13.45 - £13.97 p/h



Launceston College
part of the Athena Learning Trust

Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Benefits: Enjoy access to various discounts, benefits, and rewards to enhance your lifestyle.

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

flexible working to promote work-life balance where possible



Role Summary

Athena Learning Trust Caretakers will undertake general maintenance of the buildings, facilities and grounds and assist in maintaining the security of the Trust sites and lettings.

Effective prioritisation allows them to handle multiple tasks efficiently and address urgent matters promptly. Clear communication and positive energy create a welcoming environment, and they diligently follow up on property inquiries, security measures, and feedback to maintain a well-functioning and secure site.

Evening Caretaker

The Evening Caretaker role is likely to require less site management responsibilities. This role may contain lone working.

- To support the Lettings Manager in the late caretaking role to enable and promote the after-hours usage of the facilities.
- To make sure the facilities are available for hire outside of normal school hours.
- To facilitate the use of the school and its facilities during after hours bookings, for both school and community users, being flexible, helpful and supportive to all users.
- To support the Lettings Manager in the late caretaking role to enable and promote the after-hours usage of the facilities.
- To be the first point of contact for all lettings outside of school hours (phone provided).



What you will be doing

Build Knowledge

- Acquire knowledge of the properties being managed, including their layouts, features, and security systems.
- To undertake maintenance and painting of premises, fixtures and fittings as necessary
- Support the College Leadership Team, Site Supervisor, Trust Head of Estates and Trust Head of Lettings where required, to deliver a world class experience to students, staff and customers
- To assist in the collection and disposal of all refuse and ensure the sites are free from graffiti
- To ensure that access roads, pavements, steps and playgrounds are safe for use at all times
- To assist with the efficient operation of the heating system and plumbing
- To assist in the general maintenance of the college minibuses as well as grounds equipment
- To participate in evacuation processes as agreed and in accordance with the school's recognised Evacuation Procedure

Build Trust

- Take responsibility for being a key holder for the properties
- To be available to open/secure the building for pre-arranged lettings during and outside of normal school hours on a rotational basis.
- Establish a strong and trustworthy rapport with sports lettings customers.
- Conduct all interactions with professionalism, integrity, and transparency.
- Demonstrate an understanding of customer needs and concerns to build confidence and satisfaction.
- Maintain site safety by monitoring the security arrangements including the CCTV.



What you will be doing

Prioritisation

- Effectively manage multiple tasks and responsibilities related to customer service, property maintenance and security.
- Prioritise and address urgent matters promptly to ensure the smooth functioning of the properties.
- Assess and prioritise security measures to safeguard customers and property assets.
- Efficiently manage caretaking tasks and responsibilities to ensure the proper upkeep of the property.
- To assist with the day to day needs of the school wherever possible, working closely with the Site Supervisor & Principal/Assistant Principal to deliver setups for lessons, assemblies, etc for the following school day.
- Drive the college minibuses as directed by the Principal. Appropriate training will be given.
- Ensure the relevant properties are always “letting” ready.

Clarity and Energy

- Create a welcoming and safe atmosphere by maintaining cleanliness and orderliness in common areas.
- Communicate information clearly and concisely to customers and colleagues.
- Provide enthusiastic and positive energy to create a welcoming and safe environment for everyone.
- Respond promptly to queries, concerns, or emergencies with a proactive and energetic approach..

Follow Up

- Ensure timely follow-up on property lettings and security incidents.
- Confirm that security protocols are consistently enforced and regularly reviewed for improvements.
- Follow up on customer feedback and complaints to ensure resolutions and overall satisfaction.

How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

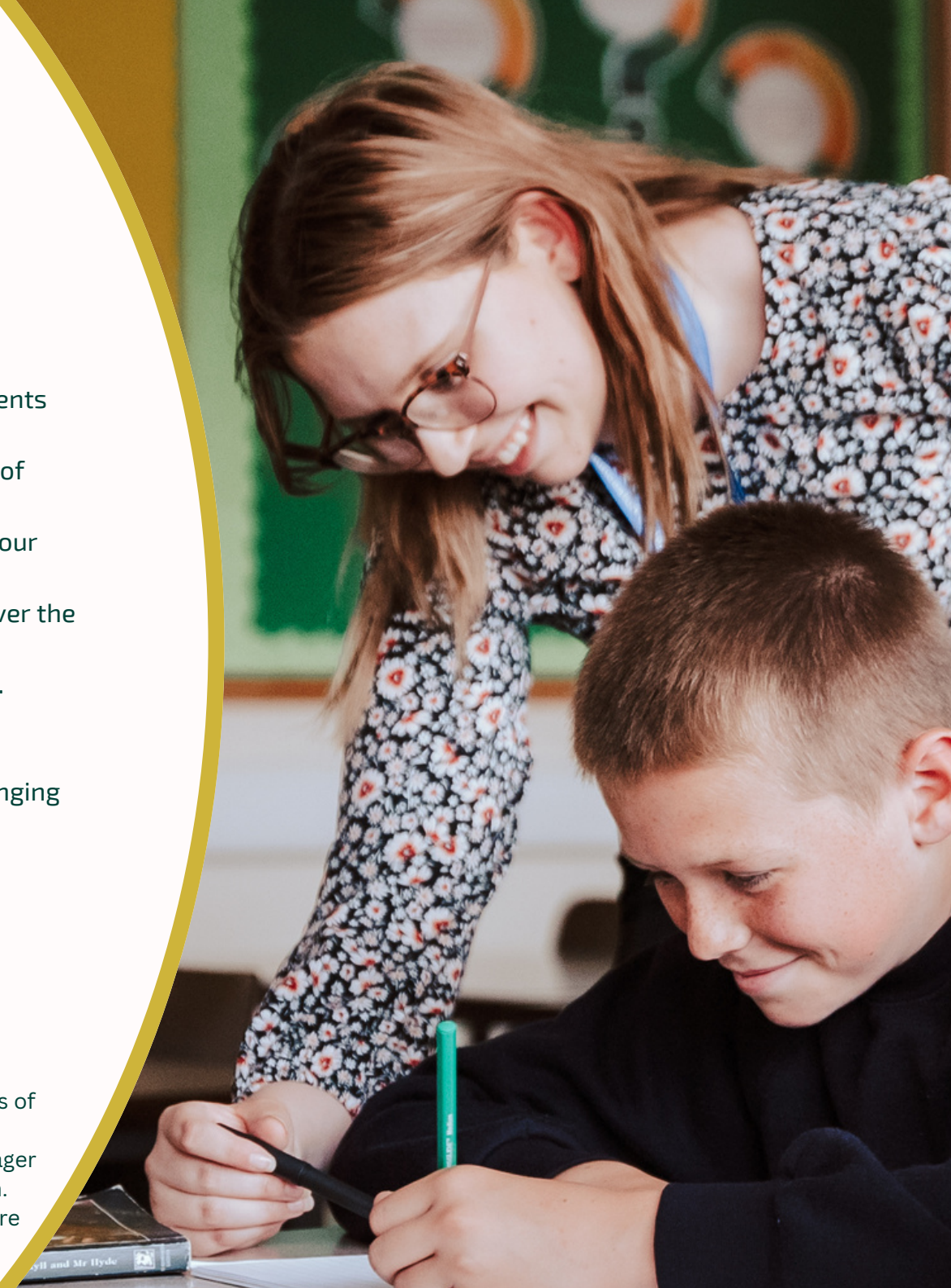
Take Responsibility

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

Be Kind

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- GCSE's or equivalent to include Maths & English (or equivalent)
- Driving Licence

Desirable

- Qualification in property management
- D1 (Minibuses) Driving Licence

Experience

- Excellent verbal and written communication skills are crucial for interacting with customers and colleagues professionally and clearly conveying information
- Integrity and trust when dealing with sensitive and confidential information
- The ability to prioritise, deal with multiple responsibilities and work to deadlines
- Resourceful and pro-active

Desirable

- Previous experience in a security and/or caretaking role

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference
in a rewarding and meaningful
career in education.