



Job Description

Job Title: Caretaker

Location: Bracken Hill School

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Job Title	Caretaker
Location:	Bracken Hill School
Hours per week:	Monday – Friday (25 hours) 5.30 am–8.00 am and 3.30 pm-6.00 pm
Weeks worked per year:	All Year Round
Reporting to:	Site Manager & School Business Manager
Salary Scale:	Grade 3 Point 5-7

Main purpose of Role

- To undertake routine maintenance, cleaning and monitoring of the premises. The role will assist the Site Manager in caretaking, security, maintenance, furniture build, repair work to the whole site
- The person appointed will be expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Site Manager, School Business Manager, Head of School, Executive Headteacher
- This post is integral to our special school and plays an important role in enhancing the teaching and working environment for young people - assisting with planned and reactive maintenance

Principal Accountabilities:

Main Duties	<p><u>Premises Management & Maintenance</u></p> <p>To work with the Site Manager and be able to:</p> <ul style="list-style-type: none"> • Lock and unlock the premises, be a keyholder • Be a contactable person if the alarms are triggered • Repairs to building fabric, including painting, under the direction of the Site Manager • Build of flat pack furniture and movement of furniture • Carrying out security checks, including the site perimeter and frequent patrols of the school's grounds • Operation of fire, security systems and ticket logging systems • Operation of boilers for heating and hot water & lifts • Responding to emergencies affecting the school premises • Attention to security to ensure no unauthorised access <p><u>Premises General</u></p> <ul style="list-style-type: none"> • To be responsible for maintaining the security of the premises and its contents in accordance with the school's current requirements. • To clean areas in accordance with safe working practices • Replace consumables on the premises in appropriate location, for example, toilet rolls, soap, towels etc.
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- Clean designated areas not covered by alternative arrangements, for example, outside areas, car parks and drains etc.
- Remove spillages and stains from floors and other surfaces
- Assist in ensuring the overall appearance of the school ensuring its grounds are kept to a high standard and that pathways are kept clean and safe
- Respond to tickets raised and communicate with Site Manager if escalation required
- Moving furniture as requested, within Health & Safety guidelines, for example, setting out and clearing away of sports equipment and other equipment such as chairs on the site.
- General portorage and collection activities as required including setting up and clearing away furniture
- Clean the internal face of external windows and other internal glass within the limitations of safe working practices
- To return to the school outside of normal working hours to deal with emergency situations as and when required
- To comply with the schools Health & Policy, other relevant legislation and other school policies
- Understand scope of works and service schedule over the holiday periods and ensure contractors are working safely when on site
- Be a point of contact for query in the absence of the Site manager
- Ensure any Health & Safety issues are reported to the Site Manager or School Business Manager
- Always ensure safe working practices and the correct use of plant and equipment.
- Safe storage of all cleaning and COSHH materials
- To be proactive in maintaining excellent cleaning standards in both designated areas and those required in support of the Premises team
- Contributing to risk assessment
- Other duties arising from the use of the school site
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

Customer Care

- To carry out your duties in a polite, efficient and cheerful manner building relationships with regular users
- To treat students, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the school's ethos and values

	<ul style="list-style-type: none"> • To promote a favourable image of Bracken Hill School to all building users • To present high standards of personal appearance in accordance with the school's ethos and values <p><u>Environmental</u></p> <ul style="list-style-type: none"> • To demonstrate good environmental practice (such as energy efficiency, recycling and waste reduction) in exercising the responsibilities
Other General Requirements	<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Always promote and act in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Provide a high standard of customer service in all dealings internal and external to the MAT

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. 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

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Basic literacy and numeracy skills Willingness to undertake training as and when required 	<ul style="list-style-type: none"> GCSE English & Maths Level 4 (Grade C) First aid certificate Health and Safety qualification or accreditation Premises, site or building and site qualifications
Experience	<ul style="list-style-type: none"> Understanding of health & safety regulations Experience in a similar environment Full Driving Licence Ability to manage multiple tasks and respond to emergencies effectively 	<ul style="list-style-type: none"> Experience working within the academy or education sector Experience of working in a premises environment
Knowledge & Abilities	<ul style="list-style-type: none"> Have effective oral and written communication skills Have a good knowledge and understanding of building maintenance Be able to prioritise to ensure the school maintains a safe environment Ability to work as part of a team Dedicated and pro-active Ability to meet the physical requirements of the role Able to work on own initiative and be self-motivated Commitment to equality, diversity and inclusion principles Flexible approach with the ability to think creatively, solving problems with a 'can do' attitude. 	