

Job Description:

Caretaker / Site Assistant



QUEST TRUST
Supporting Young People from
Early Years to Employment

JOB DESCRIPTION:	Caretaker / Site Assistant
RESPONSIBLE TO:	Site Manager and School Business Manager
RESPONSIBLE FOR	Cleaning staff
JOB PURPOSE:	Alongside the Site Manager, responsible for management of the UCS premises. Undertaking repairs and maintenance and ensuring the safety of the staff and building To work across the QUEST sites if required.
LIAISING WITH:	Senior Leaders, teaching and support staff, external contractors, police/fire officers
SALARY SCALE:	QUEST Grade C
DBS DISCLOSURE LEVEL	Enhanced

Professional Responsibilities

School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

Key Responsibilities

To be responsible for ensuring the health, safety and security of the school building and associated sites.

To undertake and oversee cleaning of classrooms and allocated areas as and when required.

To schedule and undertake regular security checks and risk assessments

To manage and monitor fire safety equipment provision and schedule fire drills.

To maintain the asset register using the Parago software system.

To arrange for repairs and maintenance tasks to be undertaken making full use of parago software system

To be responsible for contractors while on sites and ensure work is completed to the required standard and within agreed the agreed budget

Arrange, monitor and/or conduct regular health and safety checks e.g. fire alarms, water sprinklers, legionnaire testing.

To oversee the operation and regularly checking of systems e.g. of heating, cooling, lighting and security.

To develop and implement procedures relating to health, safety security and buildings maintenance and to contribute to relevant policies.

To be one of the main key holders and attend to call outs outside of normal working hours when required.

To ensure statutory inspections are completed on a timely basis and the premises register in each school is always up to date making full use of the parago software system.

Monitor and arrange for waste to be collected in line with service level agreements.

To purchase premises related equipment and supplies within an agreed budget including the most effective use of resources.

Along with senior management, undertake an annual grounds/site inspection, fire risk assessment and workplace assessment.

To uphold excellent standards of customer service at all times working as part of the customer care team including participation in school events outside of working hours.

To follow agreed schedule of priority tasks to agreed deadlines and respond in a timely and flexible manner to incidental occurrences in schools.

To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff appraisal process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.

To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.

Maintaining a secure, healthy and risk free environment for students, staff and visitors.

Contribute to the overall ethos/work/aims of the Trust and its schools including participation in school events outside of working hours.

To contribute to the development of relevant policies and procedures.

To be a positive role model at all times.

Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

To undertake Health and Safety Training, Paediatric First Aid and Safeguarding Training as per the Trust training cycle.

The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name _____

Signed _____

Date _____

Person Specification: Caretaker / Site Assistant



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ESSENTIAL SKILLS/QUALIFICATIONS

NVQ Level 2 in relevant discipline (Caretaking, Cleaning,) or willingness to work towards it

Willingness to undertake bespoke Trust training plan for role

Health & Safety Certificate or willingness to work towards it

Willingness to undertake further relevant training as required

Applicants should be able to demonstrate experience, knowledge and understanding of the following areas relevant to the post:

Experience of maintenance and security of buildings to a required standard

Experience of managing and monitoring health & safety within a school or similar establishment

Handy person or DIY experience

Experience of liaising and negotiating with external contractors

Previous experience of caretaking/grounds maintenance in a school or similar environment

Good understanding of COSHH and Health and Safety Regulations relating to cleaning substances.

Detailed knowledge of health and safety at work regulations, for example moving and handling

Full understanding and working knowledge of relevant policies, procedures, codes of practice and legislation

Applicants should be able to provide evidence that they have the following necessary skills and abilities:

Ability to use/operate a range of equipment relevant to the post

Ability to compile reports and complete relevant paperwork within agreed timescales

Ability to establish constructive relationships with contractors and outside professionals

Ability to communicate well with all members of the school communities

Ability to use initiative to respond to and resolve problems

Ability to organise planned maintenance with outside contractors and/or business people

Ability to recognise the importance of ensuring a secure and safe environment for all users of the schools

Ability to supervise staff and work programmes

Ability to organise and complete maintenance tasks as required

To show commitment to sustain excellent attendance at work

Commitment to and participation in the wider life of the schools and Trust

Ability to cope with the physical demands of manual work

Good timekeeping

Willingness to be flexible and adaptable as determined by the needs of the schools and the Trust

Legally entitled to work in the UK

DESIRABLE SKILLS/QUALIFICATIONS

Experience of supervising other staff

This job description was correct at the time of writing but may be subject to change and development according to the prevailing needs of the Trust.