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**ATTLEBOROUGH ACADEMY JOB DESCRIPTION**

**ASSISTANT CARETAKER AND MINIBUS DRIVER**

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| **Line Managers job title:** | Site Manager |
| **Salary:** | Points 5-6 of the Support Staff Scale  **FTE £23,500 - £23,893 per annum**  **Pro rata £19,870 - £20,569 per annum including an allowance for holiday pay** |
| **Tenure:** | Permanent |
| **Contract type:** | Term-time Only |
| **Hours per week:** | 37 hours |

**THE POST**

Attleborough Academy is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the

ability to communicate and interact effectively with others as part of our school as an Assistant Caretaker and Minibus Driver.

The Assistant Caretaker and Minibus Driver will be expected to, under the direction of the Academy’s Site Manager, and in accordance with the Academy’s practices and procedures, work as an individual and as a team, to deliver high quality customer service to all teaching and related support operations on site. Facilitate an ideal teaching and learning environment for staff and students. Provide safe and reliable transport on our home to school minibus runs as required.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

The personal competencies expected of an Assistant Caretaker and Minibus Driver

are:

* Committed to supporting student success.
* Self-motivated and able to motivate others.
* Good interpersonal skills.
* Committed to safeguarding and promoting the welfare of children and young
* people.
* Committed to Equal Opportunities.
* The ability to communicate clearly and tactfully using appropriate methods and
* an awareness of the impact of your own communication on others;
* Able to maintain positive relationships with all and able to work as an effective and
* flexible part of a team; willing to change methods of work and routines to benefit
* the team;
* Willingness to accept responsibility for your own actions; the ability to prioritise.
* effectively, meet deadlines and accept challenges.

The professional competencies expected of an Assistant Caretaker and Minibus Driver

are:

* Commitment to and promotion of safeguarding the welfare of children, young
* people and vulnerable adults and an understanding of the safeguarding
* practices applicable to working within an Academy environment.
* Focussed on the provision of excellent services to all customers.
* Excellent timekeeping and reliability.
* A team worker with an adaptable and flexible approach to work.
* Persistent and resilient approach to work.
* Enjoys working collaboratively and finding collaborative solutions.
* Committed to student success and supporting students to fulfil their potential.
* Have an organised and structured approach to working with the ability to follow
* instructions.
* Able to respect the confidentiality of information.

The qualifications and previous experience required for an Assistant Caretaker and

Minibus Driver:

**Essential**

* Experienced driver with good local knowledge
* Cat D1 licence holder
* Good physical fitness
* Practical approach and competent in general maintenance duties
* Within easy travelling distance in all circumstances
* Ability to work and make decisions reliably and without close supervision
* Enthusiastic / ‘Can Do’ attitude

**Desirable**

* Advanced driving certificate
* Previous work in a ‘trade’

**JOB SPECIFICATION**

**General Responsibilities**

To carry out responsibilities, commensurate with your position, as defined within the

following policies and procedures:

* Equal Opportunities
* Health, Safety & Welfare
* Child Protection
* Data Protection
* Risk Management

To undertake any other similar duties of this level as required by the Executive

Principal/Site Manager.

To undertake all work related training and tuition provided by the Sapientia Education

Trust.

Attleborough Academy is committed to safeguarding and promoting the welfare of

children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and

documentation. The successful candidate must ensure confidential or sensitive material

is handled appropriately and accurately.

The post-holder shall participate in the Trust’s programme of Performance Management

and Continuing Professional Development

**Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

**Caretaking**

* Carry out daily locking and unlocking procedures including general security checks and alarm arming/disarming.
* Fully utilise and maintain Trust reporting and monitoring systems and in particular,

‘Freshdesk’.

* Provide prompt attention to all requests for assistance by staff and students.
* Carry out general porterage duties including off site deliveries and collections.
* Prepare facilities to accommodate meetings, assemblies and examinations.
* Minimise litter in all areas and ensure regular emptying of general waste bins and receptacles. Attend to spillages and floor hazards promptly using appropriate
* equipment and procedures.
* As directed by the Site Manager, supervise and assist contractors on site, ensuring the Sapientia Education Trust and Academy quality and compliance standards are met at all times.
* Monitor and report all nonconformity issues to the Site Manager. Carry out any remedial actions locally as instructed.
* Undertake out of hours working as necessary to accommodate lettings, meetings, and extra-curricular activities.
* To be available to answer emergencies outside normal working hours including alarm activations, emergency incidents and any weather-related event likely to cause disruption to the Academy operations.
* Undertake secondment duties at other Sapientia sites if required.

**Maintenance**

* Undertake general maintenance and repairs. Minor building, carpentry, and
* plumbing works etc.
* Carry out routine testing and inspection. Equipment monitoring and seasonal
* adjustment duties.
* Attend to accidental / intentional damage incidents and repair or make safe as appropriate.
* Promptly notify Site Manager of all issues requiring specialist attention.
* Undertake in-house planned maintenance and improvement projects.

**Transport**

* As part of the shift caretaker rota, undertake routine student transport duties including early morning/evening transport with due regard for weather and traffic conditions at all times.
* Ensure student safety and safeguarding remains a priority at all times. Observe strict adherence of local and national road traffic legislation.
* Carry out daily and weekly vehicle maintenance and safety checks, plus cleaning and refuelling as necessary.
* Manage student behaviour during journey – report all incidents to Student Support team for further action.
* Plan and execute all journeys for efficient vehicle utilisation and economy whilst ensuring arrival and departure times enable students to attend all educational activities without disruption

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

**HOURS OF WORK**

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| --- | --- |
| Paid Weeks per year | Term Time Only (38 weeks) |
| Hours per week | 37 hours |
| Normal working Pattern | Mon – Fri (shift pattern to be agreed with the line manager) |
| Unpaid Breaks | 30 minutes lunch break where the working day exceeds 6 hours |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. |
| Annual leave entitlement | Annual holiday entitlement for full-time support staff will reduce to 33 days (including bank holidays), rising to 37 days after 5 years’ service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week. |
| CPD Days | Your working hours do not include the automatic requirement to work on published CPD days, but you may be required to attend mandatory training and, in these cases, the additional hours may be claimed on a timesheet, where not already paid under another contract. |

**REMUNERATION**

* Points 5-6 of the Support Staff Salary Scale
* FTE Salary: **£23,500 - £3,893** per annum
* Pro rata Salary: £19,870 – 20,569 per annum

The post-holder will be auto enrolled to join the Trust’s nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at **insert rate** (please note this rate is subject to change) and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

**MID-YEAR ADJUSMENTS – TERM TIME/TERM TIME PLUS**

Salary payments are averaged out over the 12 months of the Academic Year. If you

begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

**PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw