

ATTLEBOROUGH ACADEMY JOB DESCRIPTION

ASSISTANT CARETAKER AND MINIBUS DRIVER

Line Manager:	Site Manager
Salary:	Attleborough Academy Support Staff Salary Scale: <ul style="list-style-type: none"> • Support salary scale point 5 - 6 • FTE £21,575 - £21,968 per annum • Pro-rata: £19,202 - £19,906 per annum

THE POST

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.

Attleborough Academy is a popular, 11 to 18 Academy which is continually developing to meet the demands of providing the highest quality education for all students. The Academy has recently joined the Sapientia Education Trust (SET) which is an exciting and important development for the school. The SET are committed to bringing like-minded schools together to work in partnership to develop a world class education. This merger promises to bring multiple benefits in terms of teaching and learning and new opportunities for students and staff.

We are an inclusive, friendly and effective learning community with high aspirations and a reputation for innovation. Excellent relationships between students and staff are at the heart of the ethos of the Academy and are often commented on by those who visit the Academy. The Academy is a hardworking and caring community of people with high standards and high expectations. Our core values are Commitment, Acknowledgement, Respect and Excellence (CARE). CARE therefore has a genuine meaning within our Academy as we want the Academy to be a place where these values are seen in all aspects of our work together.

Attleborough Academy is member of the Sapientia Education Trust (SET), which is currently led by the CEO.

On appointment, the successful candidate will be required to complete a six month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all Attleborough Academy support staff 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.

The post-holder will be required to comply with the Attleborough Academy Code of Conduct for Staff and Volunteers.

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.

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.

Specific Responsibilities

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 portage 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

HOURS OF WORK

Working weeks	Term Time Plus 2 Weeks (40 Weeks)
Hours per week	37 hours per week
Normal Working Pattern	Mon – Fri (shift pattern to be agreed with the line manager)
Unpaid Breaks	30 minutes break if working longer than 6 hours
Holidays	Holidays in accordance with normal entitlement (see below) shall be taken at times mutually agreed with the Line Manager.

REMUNERATION

Salary Details:

Points 5 – 6 of the Attleborough Academy Support Staff Salary Scale:

- FTE £21,575 - £21,968 per annum
- Pro-rata: £19,202 - £19,906 per annum

New post-holders will normally be appointed on the lower point of the salary scale, depending on skills and experience and this will be reviewed on successful completion of the probationary period.

Annual holiday entitlement for full-time support staff is 34 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.

The post-holder will be entitled to join Attleborough Academy's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear workwear appropriate to the role and protective clothing will be provided by Attleborough Academy where appropriate. 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 Attleborough Academy employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Attleborough Academy's Performance Management programme.