

## Job Description

# Trust Assistant Caretaker

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<b>Responsible to:</b> Trust Caretaker	<b>Grade:</b> 5
<b>Hours:</b> 37 hours a week	<b>Duration:</b> 52 weeks
<b>Main Location:</b> Faringdon Community College <sup>1</sup>	

**Context:** The Trust Assistant Caretaker is line managed by the Trust Caretaker; however, they report to the Headteacher of each school they are based at. The Trust Assistant Caretaker is responsible for assisting with conducting legislative checks, managing and liaising with contractors and undertaking and arranging repairs and maintenance at each site and could be deployed across the Trust to any of the Trust's schools.

### Organisation

- Provide support to the Trust Caretaker, Headteacher and Trust central team in ensuring site maintenance, compliance, security and facilities management
- Assist with recruitment, training and development of associated premises staff, as designated
- Assist with managing designated premises staff as required
- Assist with ensuring cleaning is undertaken in accordance with agreed specification.
- Assist with organising cleaning routines to comply with specified standards as required
- Flexibility to work evenings and weekends, with due notice, as required.
- Prepared to work to a flexible timetable in the school holidays to allow for contractors and lettings.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.

### Operational

- Portering and manual handling duties e.g. moving furniture and equipment
- Assist in safety audits of the premises and contribute to relevant risk assessment activity
- Assist with liaising and managing on-site maintenance contractors including arranging quotes and associated paperwork, ensuring health and safety standards are followed and maintained and works are completed to the required standard.

### Cleaning

- Assist with ensuring the efficient and effective cleaning of all internal and external areas of the school are met within the appropriate timescale and in accordance with agreed standards and specification, advising the Trust Caretaker or Headteacher where there are deficiencies in service.
- Assist with cleaning duties when necessary due to staff absence.
- Ensure cleaning equipment is maintained and/or serviced appropriately and regularly where required
- Assist with ensuring specialist and 'deep cleaning' cleaning programmes are undertaken during school closure or other designated periods.
- Assist with ensuring the replenishing of soap, towels, toilet paper to all lavatories on the site as necessary.

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<sup>1</sup> Faringdon Learning Trust Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

A full list of schools within FLT can be found at [www.faringdonlearningtrust.org](http://www.faringdonlearningtrust.org).

- Assist with ensuring adequate stocks of caretaking and cleaning supplies (for areas which are the responsibility of the premises team), in accordance with procedures.

#### Waste

- Ensure the collection and appropriate disposal of waste
- Ensure the cleaning and maintenance of waste bins

#### Security and Key Holding

- Be a registered keyholder in case of emergencies, routine access.
- Provide site access and security for on site lettings where required and with prior agreement. With regard to lettings, to carry out security duties and associated cleaning when required.
- To attend to the opening and closing of the premises at designated times and dependent on school requirements and to be responsible for general security at all times. In this connection, the Trust Caretaker may be called out in unsocial hours or at weekends to deal with security problems.
- Maintain the security of the school premises by checking and securing entrances/exits as appropriate and report any potential security breaches
- Ensure lights and other equipment are switched off as appropriate
- Undertake regular security checks and identify security risks
- Monitor and undertake relevant checks on fire safety equipment and assist with carrying out fire drills

#### Proactive and Reactive Maintenance

- Assist the Headteacher, Trust Caretaker and/or Trust central team in the planning and supervision of all repairs and maintenance work including projects undertaken by contractors ensuring that a full and complete premises induction is undertaken, including reviewing the site asbestos folder, as well ensuring that all documents are received, and distributed as appropriate, including H&S policy, Method Statements, Risk Assessments, Public Liability Insurance documentation, etc.
- Undertake legislative checks on water and fire systems
- Assist with undertaking annual asbestos audits in liaison with Trust Caretaker, Headteacher and/or Trust central team.
- Assist with ensuring the effective operation and maintenance of heating plant and lighting systems, ensuring specialist services are booked as appropriate.
- Undertake regular site inspections and identify and record repair and maintenance requirements, recording on the web-based Trust business management system Every.
- Identify defects and record repair and maintenance requirements, recording on the web-based Trust business management system Every.
- Undertake specialist cleaning duties such as graffiti removal and hall floor cleaning and maintenance where required.
- Assist with ensuring that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- Undertake routine grounds maintenance as required, ensuring that pathways, access points, entrances and all other external hard surface areas are swept regularly and kept clean and free of litter, weeds, moss, ice and snow to ensure safe passage.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for the school
- Prompt escalation of maintenance issues to contractors, Trust Caretaker, Headteacher or Trust central team where appropriate.

- Undertake repairs and maintenance as requested including, but not limited to, changing light bulbs, working at height, unblocking drains, fixing door furniture, carpentry, use of common power tools, first fix plumbing and heating issues.
- Organise and carry out routine decoration programme as agreed with the Headteacher
- Organise and carry out routine improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed
- To assist with reading meters as necessary and maintain approved records including any concerned with energy conservation matters.

## **IT**

- Use 'Every' system to update, monitor and ensure all compliance checks and maintenance issues are completed within the necessary timescale.
- Use 'Excel' for cleaning staff absences and holidays throughout the year.
- Scan and upload documents to 'Every' system for future reference.

## **Resources**

- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Contribute to planning, development and organisation of systems/procedures/policies through working with the, Trust central team, Trust Caretaker and Headteacher
- Be responsible for maintaining records, information and data
- Create and maintain a purposeful, orderly and productive working environment
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times

## **Responsibilities**

- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Ensure health and safety policies and procedures are complied with at all times
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities
- To undertake any other reasonable duties, as requested by the Headteacher or Trust central team, to assist with the efficient running of the school.

## Qualifications and Experience

Qualities	Essential/Desirable
<b>Experience</b> Caretaking/site-keeping experience in a school or similar environment. Undertaking repairs and maintenance including experience of, and competence in, use of power tools, basic carpentry, decorating, and routine grounds maintenance Working at height Competent lone working Moving and manual handling procedures First fix plumbing and heating issues	E E E E E E D
<b>Qualifications &amp; Training</b> NVQ 2 or equivalent qualification or experience in relevant discipline Good numeracy/literacy skills English GCSE or equivalent qualification	D E E
<b>Knowledge &amp; Skills</b> Basic DIY Skills and Comfortable using a range of tools and equipment to undertake various repairs and maintenance tasks e.g. drills Appropriate level of fitness to undertake perimeter checks, portering duties etc Able to use of ICT, in particular email and Internet Willingness to extend knowledge of use of ICT and other specialist equipment/resources Knowledge of web-based business management systems for recording compliance checks and regular maintenance issues Working knowledge of relevant policies/codes of practise and awareness of relevant legislation Self-Motivation Ability to relate well to children and adults Knowledge of Health & Safety procedures and precautions Knowledge of COSHH regulations Awareness of health and hygiene procedures Knowledge of moving and handling procedures Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Willingness to participate in development and training opportunities Access to own vehicle and clean UK driving licence Willingness to drive Trust minibus ad hoc for routine inspections and maintenance	E E E E D E E E D D D D E E E E D