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**ATTLEBOROUGH PRIMARY SCHOOL**

**JOB DESCRIPTION**

**CARETAKER**

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| --- | --- |
| **Line Manager’s job title:** | Office Manager |
| **Salary:** | Points 4-6 of the Support Staff Scale  **FTE** £24,404 - £25,183 per annum  **Pro rata** £23,681 - £24,877 per annum, including an allowance for holiday pay |
| **Tenure:** | Permanent |
| **Contract type:** | Term-time plus 6 weeks |
| **Hours per week:** | 37 hours per week  (Flexible and subject to discussion) |

**THE POST**

**Attleborough Primary School** is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 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 a

**Caretaker.**

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 professional competencies expected of a Caretaker are:

* Understands and complies with Health & Safety Regulations;
* Proficient in the technical aspects of the post;
* Able to work with minimum supervision;
* 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;

* Be able to multi-task and work under pressure;
* Be flexible and resilient in managing and executing their daily responsibilities;
* Able to demonstrate strong planning and organisational skills;
* Willingness to accept responsibility for your own actions;
* The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a Caretaker are:

* A minimum of a grade C / 4, or equivalent, in English and Maths GCSE.
* A sound track record of work in a relevant area of construction or maintenance.

**JOB SPECIFICATION**

**General Responsibilities**

The **Caretaker** is responsible to the Office Manager and is responsible for pro-actively managing the security, care and availability of the school site, the building, furniture, fittings and equipment to ensure a satisfactory and safe physical environment and to promote the efficient use of the School’s assets.

**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.

* Undertake the open up and lock up and maintain security procedures.
* Act as a key holder and deal with minor security/safety issues
* Monitor standards of cleaning & undertake cleaning as required
* Prepare the school site, premises, rooms and work areas; this includes operation of the school heating and lighting
* Porterage duties as required and particularly the laying out of furniture and other equipment for timetabled activities without direct instruction.
* Undertake basic DIY to the level of a competent handyman
* Report major items for repair to the Office Manager
* Interact with staff, parents, pupils and visitors in a helpful and sensitive manner
* Meet, brief and oversee contractors and deliveries
* Monitor stock levels and inform line manager of requirements
* Have knowledge and awareness of health and safety practices and policies, have an understanding of COSHH regulations, maintain records where required
* Be willing to undertake training relevant to the role
* In conjunction with the Headteacher and Office Manager to attend meetings with the School’s Property Maintenance Adviser and prepare schedules of planned and reactive maintenance works.

**Site and Security**

* Operate routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism. Maintain a register of keys issued on the instructions of the Office Manager.
* Request unauthorised users of the site to leave, calling for the assistance of the police if necessary.
* Mornings - Unlocking of gates and entrance doors, disabling alarm and checking as far as possible that the premises have not been disturbed. Switching on of lights and opening of windows as might be required.
* Ensuring that the heating system is operating. Ensuring that access to the premises is safe and free from hazards (e.g. ice, slippery leaves).
* Evenings - Walking around premises, checking that windows are closed, lights and appliances switched off and internal doors locked, as might be required. Locking of external doors and gates, setting of alarm system.
* Provide such access to the school as may reasonably be required outside the normal hours of opening, including access in the event of an emergency.
* Undertake weekly testing of fire alarm, emergency lighting and sprinkler systems on a rolling schedule.

**Preparing facilities and cleaning**

* Clean school halls and designated areas daily.
* Laying out of furniture and equipment for meetings as laid out in weekly diary and/or moving of these within the school.
* Prepare school hall and rooms for daytime, evening and weekend use and activities, including setting out of furniture, clearing and cleaning up after these activities, within the normal hours of work, including lettings and community use in these hours.
* Take delivery of items; move them within the school as required.
* Carry out procedures in the event of fire, flood, breaking and entering, accident or major damage.
* Ensure that all hard areas, grassed areas, beds, borders and grounds are free from litter and excessive accumulations of dirt and rubbish.
* Ensure that all external hard areas are free of slip and trip hazards including ice (gritting when needed) and leaves.
* Emptying of litter baskets and bins. Maintain health and safety of dustbin areas.
* Ensure adequate stock of materials for cleaners.
* Cleaning all windows at both schools & Sunbeams Nursery four times a year.
* During periods of school closures the cleaning work will include any special tasks that become necessary, including the use of step-ladders in accordance with the Authority’s guidelines and other non-routine cleaning.

**Maintenance and repairs**

* Carry out maintenance and repairs of property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyperson
* Report to line manager, maintenance and repair work which is beyond the competence of caretaker
* Direct workmen and contractors to the site of repair and maintenance work, inspect the work of contractors where there is a requirement to sign a satisfaction note.
* Carry out routine procedures such as replace light bulbs, batteries, change clocks
* Ensure all caretaking (and where applicable, cleaning) equipment is in a safe clean and working condition.
* Ensure that all drains and gullies are free-flowing and clean.
* Operating the heating plant so that the required temperatures are maintained in the school premises and that an adequate supply of hot water is available.
* Monthly inspections & checks on the school’s play equipment, and repairing where possible.

**Monitoring work and team working**

* Monitor the use and stock of cleaning materials, request more when required.
* Monitor energy use and take steps to reduce energy use in consultation with Line Manager.
* Carry out normal supervisory duties of the cleaning team, monitor the standard of cleaning and deal with minor problems
* Health and safety
* Take appropriate remedial action or report working practices or unsafe conditions that may contravene the requirements of the Health and Safety at Work Act 1974 and the Fire
* Precautions Regulations.
* Check school site and premises regularly and ensure that all areas are safe and free from hazards, clear and grit paths and public areas when necessary.
* Carry out termly risk assessment/health and safety inspections with Line Manager and Governor Health and Safety representative. Attend to problems arising or contact relevant contractor.

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.

The post holder shall participate in the Trust’s programme of Performance Management and Continuing Professional Development.

**HOURS OF WORK**

|  |  |
| --- | --- |
| Paid Weeks per year | Term Time plus 6 weeks |
| Hours per week | 37 hours per week |
| Normal working Pattern | Monday: 7am to 10am then 4pm to 8pm  Tuesday: 7am to 10am then 4pm to 8pm  Wednesday: 7am to 10am then 1pm to 6pm  Thursday: 7am to 10am then 4pm to 8pm  Friday: 7am to 10am then 1pm to 6pm |
| 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 be 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 | CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet. |

**REMUNERATION**

* Points **4-6** of the Support Staff Salary Scale
* FTE Salary: £24,404 - £25,183 per annum
* **Pro rata salary: 23,681 - £24,877 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 approximately **22.70%** (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 offers of employment where checks or references are deemed to be unsatisfactory.