

Job Description

Job Title: **Caretaker**

Location: **Norwich Schools including Charles Darwin Primary,
Hewett Academy, Jane Austen College and Sir Isaac
Newton Sixth Form**

Job title	Caretaker
Salary Scale	Scale D
Hours of Work	Full Time - 37 hours per week
Weeks Worked	52 weeks
Responsible to	Senior Area Estates Manager
Location	Norwich Schools

Main purpose of the role

Under the direction of the principal and in accordance with the practices and procedures of the academy, to ensure that the academy premises and contents are properly maintained, secured and ready to use. To help keep the academy clean and tidy.

Other Information

As required the caretaker will have 24-hour responsibility for the security of the academy premises and key holder responsibilities that can extend beyond regular working hours to cater for emergencies at any time day or night. Within this the hours of attendance for work will be determined by the needs of the academy and undertaken by agreement with the principal.

Organisational relationships

Responsible directly to the Senior Area Estates Manager. Liaising with teaching and support staff as well as external users of the premises including students, Governors, parents, visitors and community users.

Principal accountabilities and responsibilities

Security	- To be responsible for the security of the premises and its contents including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm systems, etc. - As required be available to work or answer emergencies outside of regular working hours and pre-planned lettings.
Maintenance	- To ensure that all utility related systems such as heating, lighting, plumbing and power are working properly. - To regulate heating/ventilation as necessary, keeping temperature at an appropriate level to ensure the wellbeing of students, staff and visitors and an environment that is conducive to teaching and learning. - To monitor, as directed by the Site Manager, the work of cleaning contractors on a day-to-day basis, making regular inspections to ensure the standards set in the cleaning contract are being met in all terms including frequency and quality of work.

	• To bring identified discrepancies to the attention of the contractor through the Site Manager. To also assist with cleaning duties where appropriate. • To help maintain and operate plant and equipment, according to the manufacturer's manual where appropriate, and dealing with any malfunction in the absence of/ or under the direction of the Site Manager. • To maintain painting and decorating all school premises. • To bring initial discrepancies to the attention of the site manager and refer ongoing problems to the principal. • To be responsible for the sanitary conditions and replenishing sanitary materials. • To undertake general duties, such as preventative maintenance, dealing with lost property, general cleaning of store rooms and boiler rooms and obtaining or storing equipment/materials for teaching and other staff. • To undertake internal decoration as directed. These duties will be encompassed within the normal hours of employment either during the school holiday periods, depending on the nature of the work. • To undertake outside duties, for example clearance of drains and gullies, general tidying, picking up litter, snow clearance, etc.
Compliance	• To allow access and supervise authorised maintenance and building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health and Safety at Work, etc. Act 1974. To also ensure they have appropriate DBS status. • To be fully aware of and comply with all departmental instructions and procedures relating to health and safety at work and to recognise the responsibilities required under the Health and Safety at Work, etc. Act 1974
General	• To drive the school minibus as and when required • To undertake portage and handyperson duties, including moving goods and furniture, minor repair to property, fixtures, fittings and equipment. • As required - operational support of lettings including but not limited to: locking and unlocking site, being present on site and an emergency point of contact during lettings, monitoring lettings and their adherence to the letting agreement, ensuring the site is left suitable for student use the next school day.

Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education

- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.

Person Specification	Essential	Desirable
Qualifications		• GCSE English & Maths • Category D1 drivers licence

Experience		• Experience working in similar position in an education setting
Skills, Knowledge	• DIY skills to undertake minor repairs and maintenance of the site • Understand the principle of health and safety in an education environment including COSHE • Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload • Ability to work as part of a team or individually as required • Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post • Ability to carry out a range of administrative/clerical tasks, including record keeping, ordering and stock taking • Ability to communicate effectively both verbally and in writing • Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the academy • Willingness to participate in further training and developmental opportunities offered by the academy and the trust	

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Signature

Date

Name