

Job Description

Job Title	Caretaker	Department	Premises
Reporting to	Operations Manager	Grade	6
Hours per week	37		
Hours of Work	To be confirmed (including a 30 minute unpaid break)		

Summary: Under the direction/instruction of the Line Manager, provide maintenance and security services on the academy site and premises.

MAIN (CORE) DUTIES

Security:

- Lock/unlock academy buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment
- Operate and respond to alarm systems where appropriate
- Liaise with Police, security and surveillance contractors
- Undertake locking and unlocking for lettings

Cleaning and Maintenance:

- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.
- Undertake appropriate repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory
- To organise and carry out minor decoration programme as agreed
- Operation of heating plant, cooling and lighting systems
- Undertake regular site inspections and identify and record repair and maintenance requirements
- Identify defects and record repair and maintenance requirements
- Collect and assemble waste for collection
- Undertake cleaning duties including graffiti removal, litter picking
- Undertake emergency cleaning duties
- Provide emergency access to the academy site
- Coordinate deliveries to the academy
- Undertake activities to maintain safe and clean external environment e.g. gritting

- Refill and replace consumables e.g. soap & towels
- Report faulty equipment and other maintenance requirements to appropriate person
- Ensure lights and other equipment are switched off as appropriate

Health and Safety:

- To be aware of Health and Safety issues around the academy grounds
- Ensure that all areas of the academy have been cleaned regularly and to satisfactory standards of Health and Safety, particularly in areas of higher risk such as drains, toilets and car park area.

KEY ACTIVITIES

Resources

- To advise the Operations Manager on matters relating to energy control and conservation
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data
- To undertake safety audits of the premises including risk assessments as required by the Operations Manager
- Promote and ensure the health and safety of pupils, staff and visitors at all times

Organisational and Supervisory

- Portering duties e.g. delivering mail, moving furniture and equipment
- Assist the Operations Manager in the management, administration and operation of lettings system
- Direct/Supervise cleaning staff and ensure cleaning is in accordance with specification
- Liaise with line manager and attend meetings as required
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RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Academy
- 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
- To be prepared to undertake First Aid Training if required

Name:

Signed:

Date:

Name:

Signed:

Date:

SELECTION CRITERIA:

SPECIFICATION (Job Related)	ESSENTIAL	DESIRABLE
Experience	<p>Basic maintenance within premises.</p> <p>Ability to work under own initiative and part of a team</p> <p>Ability to work with an in house IT system.</p> <p>Maintaining of records.</p> <p>An understanding of keeping a clean environment.</p>	<p>Previous experience working within a school.</p>
Qualifications/Training	<p>Willingness to gain knowledge of Health and Safety procedures and precautions.</p> <p>Willingness to undertake First Aid.</p>	<p>Plumbing or electrical qualification.</p>
Knowledge/skills	<p>Clean Full Driving Licence.</p> <p>Participate in development and training opportunities.</p>	

King Alfred's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All staff will be expected to promote fundamental British values.