

**Job title: Caretaker/Maintenance Assistant (including occasional lettings)**

**Main purpose of job:**

To contribute to the smooth running of the Academy by carrying out a range of maintenance duties including security and supervision of the site and related equipment and other caretaking duties including portage, cleaning, and maintenance

**Department:** Premises

**Location:** Plume Academy

**Position reports to:** Premises and Health & Safety Manager

**Position is responsible for:**

**Length of contract:**

37 per week on a shift pattern between 6am and 10pm, Monday to Friday, 52.14 weeks per year. Flexibility is also necessary for evening and weekend work advised in advance.

**Salary:** Band 2 (Points 11-16) actual starting salary £23,556 per annum

**Shift Pattern:**

6am – 2pm  
8am – 4pm  
2pm – 10pm

### Key Responsibilities and Accountabilities

The duties of the post as outlined will be subject to the appropriate risk assessments, safe systems of work and appropriate equipment being available and the relevant competencies of the post holder.

- to be responsible for carrying out caretaking duties and assisting with reactive and pro-active maintenance and refurbishment works on a daily basis.
- to be responsible for the security of the Academy buildings and grounds.
- to carry out caretaking and maintenance of the buildings and grounds as directed by the Academy Estates Manager.
- caretaking duties will be carried out on a daily basis, including cleaning, portage duties, security of buildings and grounds.
- the Caretaker/Maintenance Assistant will be expected to work on their own initiative or as part of a team and will have a pro-active approach to site maintenance and refurbishment. The post holder will be expected to deal with requests from staff and to deal with emergency situations including leaks, floods, fire alarms etc.
- the Caretaker/Maintenance Assistant may be expected to cover evening and weekend lettings when necessary.
- have appropriate training, as the caretaker will be expected to use power tools, stepladders, and tower scaffolding, when required.

## **Security and Supervision**

- to act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours because of break-ins or disturbances and/or the setting off the burglar alarm(s).
- providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and where appropriate, advising the principal of their presence.
- undertaking cleaning of allocated area(s) and secondary cleaning.
- operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures
- ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
- carrying out Academy based procedures in the event of fire, flood, breaking and entering, accident or major damage.

## **Other Duties**

- undertaking occasional evening and weekend lettings and related duties as appropriate.
- preparing the Academy premises and site for out of hours Academy activities.

## **General**

- at all times to carry out the duties in accordance with Academy-based policies and Health and Safety procedures.
- support the emergency evacuation procedures for support staff requirements.
- ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.
- taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, materials, and any other goods.
- such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the Academy and Trustees.
- to participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

**THE DUTIES AND TASKS OUTLINED ABOVE ARE NOT INTENDED TO BE EXHAUSTIVE AND OTHER DUTIES MAY BE REQUIRED FROM TIME TO TIME BY THE PRINCIPAL AND IN ACCORDANCE WITH THE OPERATIONAL NEEDS OF THE ACADEMY.**

| Person Specification - Qualifications and Experience                                                                                   | Essential | Desirable |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Experience of building maintenance or security                                                                                         | ✓         |           |
| Experience within a school or college environment of a similar nature                                                                  |           | ✓         |
| Ability to follow instruction and understand the academy code of practice                                                              | ✓         |           |
| High standards of achievement and professionalism                                                                                      | ✓         |           |
| Excellent communication skills both written and oral and the ability to communicate effectively with students and staff                | ✓         |           |
| Knowledge, Skills and Abilities                                                                                                        | Essential | Desirable |
| Thinking creatively to anticipate and solve problems                                                                                   | ✓         |           |
| Organisational and planning skills including prioritisation of tasks                                                                   | ✓         |           |
| Demonstrates outstanding leadership traits and is comfortable as a team player                                                         | ✓         |           |
| Ability to work as part of a team and on own initiative and with resilience                                                            | ✓         |           |
| Ability to utilise data effectively to monitor progress and evaluate performance                                                       | ✓         |           |
| Staying calm and cheerful when working under pressure                                                                                  | ✓         |           |
| Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs           | ✓         |           |
| Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities | ✓         |           |
| Commitment to the personal development of all students, staff, and self                                                                | ✓         |           |
| Knowledge and understanding of safeguarding issues                                                                                     | ✓         |           |
| Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs               | ✓         |           |
| Personal Qualities                                                                                                                     | Essential | Desirable |
| Treats people fairly, equitably and with respect to maintaining positive working relationships                                         | ✓         |           |
| Ability to maintain trust and be highly respected by staff                                                                             | ✓         |           |
| Has high expectations and shows a passionate commitment to developing the best in young people                                         | ✓         |           |
| A creative and imaginative thinker who has the ability to identify innovative solutions to problems                                    |           | ✓         |
| High level of communication skills both written and verbal and ability to address a range of audiences                                 | ✓         |           |
| Commitment to safe-guarding and promoting the welfare of young people                                                                  | ✓         |           |
| Flexible and adaptable                                                                                                                 | ✓         |           |