

Job Description

Title of post	Caretaker
Salary	Grade C/D SCP3-6 £24,796- £25,989
Hours of work	37 Hours per week, all year round Monday – Thursday 7:00am – 10:00am & 1:00pm – 5:30pm Fridays 7:00am – 10:00am & 1:00pm – 5:00pm
Line manager and responsible for reviews	Estates Manager

Purpose of the Post

To provide high quality, effective site maintenance and management to ensure the security, safety, cleanliness and upkeep of all school buildings, grounds and facilities. The job description will vary slightly depending on hours.

North Star Academies Trust (NSAT) is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.

This Job Description is furnished to assist staff joining NSAT to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.

Northern Star Academies Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.

Northern Star Academies Trust is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Main Duties/Responsibilities

Operational Issues

- To ensure the security of the building and site, undertaking daily security checks
- Act as a designated key holder
- Unlocking of buildings and gates at pre-determined times
- To monitor the heating system and report any faults to the Line Manager
- To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions eg. snow.
- To undertake general portering duties whilst on site to include moving furniture & equipment on site

- Receive deliveries to the site
- To support the maintenance of the building by checking and replacing light fittings, fitting shelving and coat hooks, undertaking minor repairs of a range of equipment and buildings
- To assist with cleaning duties as required
- Collect and assemble waste for collection
- Deal with emergencies as required
- Accompany contractors on site as required

Communication

- Communicate effectively with other members of staff within the school.
- Report relevant issues to the headteacher and business manager
- Welcome contractors onto the site, check clearances and ensure relevant paperwork is completed

Resource management/buildings and infrastructure

- To participate in the training, development and performance management processes within the school
- Store equipment and products safely and securely
- Ability to carry out informal risk assessments on buildings to identify faults/hazards
- Maintain the Swimming Pool and Pump room and keep all areas clean (Willow Tree based positions only)
- Order, stock control and store pool chemicals and cleaning equipment and products safely and securely
- Decorating jobs as required

Health and Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- Carry out weekly and monthly monitoring checks eg; fire alarm, asbestos and legionella, play equipment checks
- Liaise with contractors on site and ensure relevant paperwork is completed such as permit to work, method statement and risk assessment
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately

Administration

- To fulfil the necessary administrative tasks associated with the responsibilities of the post
- Maintain assigned activities on the 'Every' compliance system
- Proficient use of IT in order to monitor and maintain maintenance jobs and H&S activities using the relevant software

Wider Responsibilities

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
- To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
- Recognise the need to respond flexibly to changing demands and circumstances

- On occasion working at other NSAT schools within Harrogate

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the **Intermediate Threshold Level** and should demonstrate that they can express themselves fluently and spontaneously with minimal effort; only a conceptually difficult subject can hinder a natural, smooth flow of language.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.