# JOB DESCRIPTION

**Job Title: Caretaker**

**Salary: Band 5, Scale Point 12-17 (£22,183 - £24,491)**

**Hours: Full-time, 37 hours per week including security checks on alternate weekends:**

Monday – Thursday: 11.00am - 6.30pm with 30 min break.

Friday: 10:30am - 6.00pm with 30 min break

Saturday & Sunday: Security checks\*\*

\*\* Whilst paid for 37 hrs per week, as per above, contractual hours are 35 hrs per week with 4 hrs per 2-week cycle paid in respect of weekend security checks.

**The Academy allows school and community groups to access the facilities on evenings/weekends and therefore there is the possibility of overtime to cover these lettings. Any overtime is offered to the Site Supervisory team on an equitable basis.**

**Responsible to: Senior Site Supervisor, Headteacher**

**Main purposes of the job**

* To provide a caretaking service for the Academy, taking overall responsibility for the security and day-to-day maintenance of the Academy site.
* To ensure that the Academy provides a secure environment for its staff, pupils and visitors.
* To understand Health and Safety Policies and ensure that all duties are carried out with due diligence to health and safety procedures.
* To participate in the staff review and development appraisal process.
* To be responsible for promoting and safeguarding the welfare of children and young people within the Academy.

**Duties and responsibilities**

***Security***

* To ensure that the agreed procedures and systems for opening and locking the Academy are fully implemented securing the building using the alarm system and reporting any potential security breaches.
* Be responsible for the operation of any and all fire and intruder alarms serving the Academy premises. This will include being a key holder and will require the post holder to open and close the Academy ensuring all doors and windows to buildings are secure, all perimeter gates are secure and disarming or rearming the alarm systems as appropriate.
* To maintain the security of Academy premises during the day in accordance with the requirements of the Academy. This will include regular patrolling of the grounds, taking reasonable action to discourage unauthorised parking of vehicles in playgrounds, car parks or in any position likely to cause an obstruction and to be vigilant of any strangers on site; challenging in accordance with defined procedures and reporting as appropriate to the Senior Site Supervisor or other designated person.
* To be a key holder.
* To provide access to the Academy site out of Academy hours as requested.
* To ensure that lighting and heating is kept in good working order, and to report any failures to the Senior Site Supervisor, or other designated person.
* Liaise with Senior Site Supervisor regarding the academy’s requirements of contractors and report any problems at the first opportunity.
* Welcome contractors on site and provide supervision if contractors are working on site during the school day.
* Supervising contractors as appropriate, regarding access to the site, monitor and log the progress of the work and ensuring that work is carried out to the required standard, as appropriate.
* If required, cover meetings and lettings for the Academy premises, including opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting.

***Cleaning Duties***

* Oversee daily agreed cleaning duties and ad hoc duties, including graffiti removal and assembly of waste for collection.
* Support the Senior Site Supervisor in his management of the cleaning service and work collaboratively with the Cleaners to ensure smooth running and delivery of cleaning services.
* Undertake emergency cleaning duties/activities e.g. spillages and to maintain a safe, clean and orderly learning and working environment and on an ad-hoc basis in the event of cleaning staff absences to ensure the premises are fit for pupils at all times.
* Ensure that cleaning equipment is properly maintained and in good working order.
* Order and maintain supplies of domestic consumables for Academy use.
* Ensure adequate supplies of domestic consumables are available for cloakrooms and toilets and to order and collect necessary materials.
* To ensure that all ground surfaces are safe both internally and externally.
* Be aware of COSHH procedures and ensure that safe handling procedures are applied to all cleaning products.

***Porter Duties***

* To act as porter for deliveries, furniture removals, or any other lifting tasks required by the Academy. To arrange for the disposal of redundant furniture and equipment in accordance with Academy procedures.
* Provide a porterage service around the Academy and assist with receipt, distribution, collection and despatch of goods.
* Set out tables, chairs and other items as required for meetings, assemblies, events etc.
* Move furniture between rooms as required.

***Health & Safety***

* To ensure caretaking duties are undertaken in accordance with the Academy’s Health & Safety policy including legionella and asbestos management, risk assessment and safety systems and to wear protective clothing as required and in line with Health & Safety protocols.
* To carry out equipment testing as appropriate and report any faults to the appropriate person.
* Carry out weekly Health & Safety checks relating to minibuses, sports equipment, hazards around Academy and potential unsafe practices; report findings to the Senior Site Supervisor.
* Operate and monitor CCTV or surveillance systems and take appropriate action to report any faults/ incidents to the appropriate person.
* Carry out weekly tests of both buildings’ Fire Alarm systems and carry out fire drills in consultation with the appropriate person.
* Prepare external areas of the Academy during periods of inclement weather, to include spreading of rock salt and clearance of snow.
* Attendance at appropriate Health and Safety training courses when required.

***Repairs & Maintenance***

* To ensure alarm systems are kept in good order.
* Take reasonable action to keep drains, down covers, waste pipes etc. clean and clear of minor blockages that are clearly visible.
* Report any need for repair or maintenance work to the Senior Site Supervisor.
* Ensure Academy buildings, entrance areas and playgrounds are free from rubbish.
* Ensure lights and other equipment are turned off as required and to report faulty equipment and other maintenance requirements to the Senior Site Supervisor.
* Immediately report any defects to the Senior Site Supervisor and take any remedial action if possible.
* To ensure that the Academy is adequately heated and to control the level of heating and ventilation throughout the buildings as required by the Academy.
* To assess maintenance needs where necessary and use initiative to take appropriate action.
* Arrange for minor repairs and works to be carried out by contractors in consultation with the Senior Site Supervisor.
* To prioritise and undertake the programme of minor works at the Academy, taking into account urgent need and health and safety issues.
* Be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
* Attend site out of hours to perform security checks on a rotational basis.

***Technician support to Art & DT department***

* Support the Art & DT department as requested. This support will include use of cutting/sawing machinery for which training will be provided.

***Other Responsibilities***

* Maintain all logs and appropriate records and action in accordance with procedures, using the school/Trust IT systems and packages in place (e.g. EVERY/Office).
* To be able to communicate effectively both orally and in writing.
* To work as part of a team and form good relationships with other colleagues
* To maintain confidentiality over matters relating to the Academy, pupils, staff or parents.
* To respond in a courteous manner to enquiries from the Academy community and external visitors as appropriate.
* Actively participate in any appropriate training when required.
* To adhere to all the agreed Academy policies and the Academy’s Code of Conduct.
* Willingness to undertake training and to attend meetings required, working with the Trust Estates Manager to satisfactorily carry out the above requirements.
* Build positive relationships with school staff, responding willingly to reasonable requests for assistance.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.