



JOB DESCRIPTION

Caretaker

REPORTS TO

Trust Premises Manager

GRADE

4

HOURS

32.5 (split shifts 6.30am – 9am & 2.15pm – 6.15pm)

JOB PURPOSE

To deliver an effective and efficient daily caretaking service to establishments within the Trust

MAIN RESPONSIBILITIES

1. The security of the premises, together with its contents. The locking and unlocking of the premises, attending to the intruder alarm where applicable. Boarding up and making secure the buildings following vandalism or other damage if required. Be a proactive fire and energy warden whilst on site across the Trust.
2. Attending to the heating of the premises and ensuring that the required temperatures are maintained. Ensuring that the boiler plant equipment, are kept clean and faults are reported to the Trust Premises Manager.
3. Handyperson duties, working to a prioritised workflow (Help Desk) on smartlog, work to include securing screws, hinges, door furniture, locks, minor repairs, painting, boarding windows, changing bulbs, unblocking sinks and drains, check CCTV and aligning/focusing cameras as required and directed. This list is not exhaustive and includes all repairs and maintenance that do not require the services of a skilled craftsman, and which are not covered by a service or maintenance contract. Ensure all works to be logged on smartlog.
4. The cleaning of designated areas in the establishment and maintaining high standards in these areas.
5. To carry out portage duties as and when required by the establishment and directed by SLT or Trust Premises Manager.

6. Ensuring that all the exterior hard surfaces including artificial or lawned areas are kept in a clean and tidy condition including the emptying of litter bins, the cleaning of drains and gulleys, the salting and de-icing of hard surfaces during the winter months and the moving of snow to ensure access to the premises.
7. To be available and attend to the requirements of any lettings of the premises.
8. Ensuring washrooms and classrooms are stocked with appropriate consumable items.
9. In cases of emergency, to be available outside of the normal working week, e.g. to attend following intruder or other alarms, fires, floods, etc., be required to attend for such action as required (Key Holding)
10. To assist, when necessary, the Trust Premises Manager in dealing with matters concerning building maintenance.
11. Cleaning duties to include internal and external areas such as touch points, glass and windows, including sills, emptying bins and vacuuming. Externally the cleaning of windows, roofing and gutters and to ensure all hard services and playgrounds are swept and kept to a high standard. The school Caretaker has a supervisory role to the cleaning operatives to ensure H&S compliance and COSHH regulations are adhered to.
12. Ensure all litter is removed and outside and internal bins are emptied and disposed of accordingly.
13. Undertake grounds maintenance work as required by the Headteacher or Trust Premises Manager. This will also be supported by a ground's maintenance contract.
14. Ensure all gates are unlocked and locked at morning and afternoon times to allow pupils in and out of school.
15. To ensure school asset registers are kept up to date. Adding and checking assets ensuring all deliveries received and logged on the asset register.
16. Liaise with the Trust Premises Manager in respect of any issues on site to ensure these can be dealt with.
17. Routinely work across all establishments within the Trust, changing school each full term to gain knowledge and experience.
18. Ensure all health and safety compliance checks (Check and Test) are completed on smartlog as directed.
19. Undertake any training which is allocated as part of the role working within the Trust.

OTHER DUTIES

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

EQUAL OPPORTUNITIES

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Equal Opportunities policies.

HEALTH AND SAFETY

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Health and Safety policies and procedures.

SAFEGUARDING

All Trust staff have a responsibility to safeguard and promote the welfare of children and young people across the Trust.

PERFORMANCE STANDARDS FRAMEWORK COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE	ESSENTIAL	DESIRABLE	ASSESSMENT A – Application Form I – Interview T – Test
EDUCATIONAL QUALIFICATIONS AND ACHIEVEMENTS			
Numeracy and Literacy Skills	✓		A / T
NVQ Qualification / Health and Safety qualification in Caretaking/Cleaning		✓	A
KNOWLEDGE AND EXPERIENCE			
Experience of maintenance work in a professional capacity	✓		A / I
Knowledge of health and safety regulations in relation to the post	✓		A / I / T
Up to date safeguarding training	✓		A / I / T
SKILLS AND ABILITIES			
DIY skills necessary to undertake general building maintenance, minor repairs and portage duties	✓		A / I
Maintain confidentiality	✓		A / I
Model acceptable behaviour	✓		A / I
ATTRIBUTES AND QUALITIES			
Positive outlook	✓		A / I
Problem solver	✓		A / I
Resourceful and practical	✓		A / T
Energetic	✓		A / I
Patient and co-operative	✓		A / I
Sense of humour	✓		A / I
COMMUNICATION			
Ability to follow instructions, organise and prioritise workload and communicate with the Trust community	✓		A / I / T
TEAM WORKING			
Ability to work as part of a team and on own initiative, understanding classroom roles and responsibilities and your own position within these	✓		A / I