**Support Staff Job Outline and Person Specification**

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| **Position Title** | **Caretaker** |
| **Location** | Tavistock College |
| **Reporting to** | Premises Manager |
| **Job Term** | Permanent |
| **Work Pattern** | Monday to Friday  9:00 to 17:00 |
| **Grade** | C |
| **Organisation** | Dartmoor Multi Academy Trust |
| **Effective date of JD** |  |

There are 17 schools within Dartmoor Multi Academy Trust, 3 secondary and 14 primary schools.

On appointment, your main place of work will be at Tavistock College but you may be required to work at any other premises occupied by the Employer or any of the Employer’s Academies within Devon as directed by the Employer.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

**Job Purpose:**

To assist in maintaining a high quality educational establishment to support pupil learning. To ensure security of premises and to provide support and assistance to any other users outside of school hours. This post has keyholder responsibilities and you will be expected to be part of a call-out system on a rota basis.

**Main Duties and Responsibilities**:

* Caretaking and maintenance of the school sites to the required standard, to include compliance checks, general repairs, low level grounds maintenance and portering.
* Keyholder responsibilities including call out in emergencies and locking and unlocking routines.
* Performance of caretaking and maintenance tasks as directed by the Executive Principal and/or his representative to include participation in parent and community events under the direction of the Premises Manager.
* In line with the grading of this post, it is expected that this will be a proactive role with regard to maintenance etc and that professional development / training will take place to ensure competence in related areas to allow a reasonable level of autonomy within appropriate limitations.
* Portering, including the moving of furniture and equipment.
* Supporting and assisting school staff with provision of required equipment, i.e. tables, chairs, flip charts etc.
* Emergency cleaning (spills, etc) to the standard required.

**Note: A courteous and helpful manner is required at all times.**

The performance of any other duties within the general range of the job description as required by the Executive Principal and/or his representative.

In undertaking these duties, Health and Safety policies must be followed.

**Data Protection / General Data Protection Regulations Compliance**

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to: 

* Acceptable Use Policy
* Records Retention Policy
* Personal Data Breach Procedure
* Employee Code of Conduct
* E-safety Policy
* Social Media Policy
* Use of Personal Devices Policy

You should note that a duty of confidentiality applies to all personal data they see prior to their first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of teachers’ contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

**All schools in Dartmoor Multi Academy Trust are committed to safeguarding and promoting the**

**welfare of children and young people, and expect all staff and volunteers to share this commitment.**

**The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure**

**Barring Service (DBS).**

**Person specification:**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| Management | * No management responsibilities apply to this post. |  |  |
| Experience | * Experience of general DIY. * Awareness of Health and Safety at work. | * Previous role as a caretaker. * Health and Safety at Work certificate. * Knowledge of COSHH requirements. | * Application / Interview |
| Practical Skills | * Aptitude for DIY * Skilled in use of tools associated with general building maintenance. * Garden Maintenance. | * Appropriate use of equipment and products associated with general cleaning. | * Test |
| Communication | * Ability to work without direct supervision. * Ability to communicate with managers, staff, contractors, pupils etc. when required |  | * Application / Interview |
| Personal Qualities | * Honest and reliable * Able to work responsibly and safely in a school setting * Ability to work flexibly according to the needs of the school. * Customer-focused and willing to help * Self-motivated. |  | * Application / Interview |
| Strategic Thinking |  | * Ability to problem solve |  |
| Technology / IT Skills | * Basic computer literacy * Basic use of MS Office software. | * Knowledge of BMS systems | * Application |
| Education and Training | * Any H&S training in a work environment * Manual handling training. * Willingness to undertake training to enable role to be carried out effectively. | * Knowledge of fire regulations. * Working at heights training. | * Application |
| Physical | * Physically fit and able to carry out the duties of the post with reasonable adjustments where necessary |  | * Occupation Health Pre-Placement Health Check |
| Equal Opportunities | * Dartmoor Multi Academy Trust is an equal opportunities employer. | | |