



Location: The Carlton Junior Academy, Garden Avenue, Foxhill Road, Carlton, NG4 1QT

Salary: Redhill Academy Trust Pay Scale, Band 6, Scale Points 29 - 32

Hours of work: 12 hours per week, term time + 1 week

Responsible to: H/T/Premises Manager/Operations Manager

Post objective: To undertake a range of caretaking duties to the agreed quality standards, including security, cleaning, portage and maintenance of the school site and premises thereby ensuring a safe working environment.

Main Duties and Responsibilities:

Site Security and Safety

- To assume key holder responsibilities, opening and closing the academy as and when required (including evening and weekend lettings for commercial functions (these are paid additionally if outside of usual hours).
- Ensuring the security of the premises and contents.
- Responding to intruder alarms and emergencies.
- Having awareness of health and safety issues to safeguard self and other users of the school.
- Carrying out compliance checks i.e. fire/water safety checks etc. Take responsibility for legionella flushing, testing and monitoring.
- Monitoring and recording the condition of asbestos.
- Liaise with ground staff, contractors, as necessary.

Maintenance of the Academy Buildings

- General repair and maintenance of the buildings. Liaising with the Trust's maintenance engineers when required.
- To undertake portage tasks as necessary such as setting out furniture for extended schools/assemblies/activities.
- Ensuring external areas are clean and tidy, including emptying litter bins, cleaning of drains & gullies and de-weeding of the site.
- Clearing snow and ice and gritting surfaces to maintain safe access to the academy.
- Assisting with delivery of equipment/supplies to designated areas.

- To assist in organising and undertaking on a pre-planned basis the stripping, resealing and polishing of floors, washing of walls and cleaning of furniture during the school holiday period.
- Taking and submitting meter readings.

Maintenance of Heating Systems

- Attending to the heating of the premises as necessary.
- Ensuring boiler plant equipment is properly cleaned maintained.
- Ensuring adequate supplies of fuel are maintained.

Cleaning

- Carrying out day-to-day cleaning of designated areas around the academy, internal and external, assisting other cleaning staff.
- Ensure toilets and wash areas are maintained throughout the academy.
- Assisting in maintaining the stock of cleaning materials.
- Assisting with any first aid spillages as required.
- Litter picking around the academy site.
- Emptying all bins on the site.

General

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake training as appropriate.
- Ensure safeguarding policies and procedures are followed.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

Sickness Cover

- Take on some of the roles of the cleaner/Premises Manager – through discussion and agreement with the head teacher – in the event of absence.

This role involves working in regulated activity with children and an enhanced DBS clearance is required for this position.



THE CARLTON
JUNIOR ACADEMY

TM

CARETAKER

Person Specification

	Essential	Desirable
Experience	Experience of basic school systems – heating systems, water systems, logging systems (Every) and security systems. Experience of working within a site/maintenance team role. Experience of key holders' duties. Experience of cleaning requirements in a school/academy setting. Experience of maintaining site safety.	Health and Safety qualification. Experience of completing risk assessments.
Qualifications	A good level of numeracy and literacy.	Evidence of continuing professional development.

Aptitudes	Ability to understand and apply regulations e.g. health and safety. Competence at basic building, repairs, maintenance and ground maintenance. ICT literate with various Microsoft and Trust-wide applications. Ability to work on own initiative and prioritise workloads. Flexible with regards to working hours. Ability to communicate well with other staff in school.	Ability to organise and supervise contractors.
Personal Qualities	Ability to communicate effectively with a wide range of stakeholders. Enthusiastic and self-motivated. Ability to set high expectations and foster a culture of continuous improvement. A willingness to undertake further training and professional development. To take pride in work and strive to ensure the school is the best it can be.	