

# The Heath Family (NW)

## Job Description

<b>Post Title</b>	Caretaker
<b>Hours</b>	37 hours per week, all year round
<b>Salary</b>	National Joint Council (NJC) Scale Points 6 (£23,893)
<b>Accountable to:</b>	THFNW Trust Board / Chief Executive Officer / Director of Infrastructure / Site Manager
<b>Line Manager:</b>	Site Manager
<b>Accountable for:</b>	Schools and Trust Facilities
<b>Overall purpose of the post:</b>	
<ul style="list-style-type: none"> <li>• Maintaining clean, safe, and secure school premises, which includes buildings and grounds.</li> <li>• Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portorage, and minor repairs</li> <li>• Promoting health and safety around the school</li> </ul>	
<b>Principal Duties and Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Carry out portorage duties, such as moving furniture and equipment around the school.</li> <li>• Maintain the general school premises, furniture and fittings, and report any issues to line manager.</li> <li>• Carry out small repairs and DIY projects.</li> <li>• Assist with arranging larger repairs and obtain quotes from contractors for approval.</li> <li>• Assist with on site development projects.</li> <li>• Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste.</li> <li>• Carry out emergency cleaning duties, such as gritting and cleaning up spillages.</li> <li>• Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises.</li> <li>• Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels.</li> <li>• Maintain the security of the school premises as the main key holder.</li> <li>• Lock and unlock the premises as required, including out of school hours when necessary.</li> <li>• Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off where applicable.</li> <li>• Set security alarm systems, report any potential security breaches, and respond to any alarms or other callouts following agreed procedures.</li> <li>• Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned.</li> <li>• Advise the line manager and Head of School/Principal on all matters relating to school security and safety.</li> <li>• Any other duties of particular relevance to the school and in line with the job role.</li> <li>• Ensure a safe working and learning environment in accordance with relevant legislation.</li> <li>• Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to line manager.</li> </ul>	

- Provide safe access to the school in adverse weather conditions.
- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school - working environment.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communication with all staff and other agencies/professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- Ensure that cleaning staff carry out their duties professionally and effectively.
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<b>Special Features</b>	The postholder will be required to travel to any schools within The Heath Family (NW).
<b>Supplementary Support</b>	<ul style="list-style-type: none"> <li>a) Be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person.</li> <li>b) Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop.</li> <li>c) Contribute to the overall ethos/work/vision and values of The Heath Family (NW)</li> <li>d) Attend and participate in meetings outside of normal working hours.</li> <li>e) Participate in training and other learning activities as required.</li> <li>f) Recognise own strengths and areas of expertise and use these to advise and support others.</li> <li>g) Other duties agreed from time to time by the post holder with their Line Manager.</li> <li>h) Play an appropriate part in safeguarding procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.</li> </ul>
<b>Notes:</b>	This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

<b>PERSON SPECIFICATION – CARETAKER</b>		
<b>CATEGORY/ITEM</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications, Knowledge &amp; Experience</b>		
<ul style="list-style-type: none"> <li>• Minimum of 5 GCSE's A* - C (or 4+) including English and Maths or equivalent</li> </ul>		X
<ul style="list-style-type: none"> <li>• Level 2 Award in Support work in schools</li> </ul>		X
<ul style="list-style-type: none"> <li>• Good Knowledge of Health and Safety regulations</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Experience of working to Policy and Procedures</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Experience of working with third party service providers</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Organised with good attention to detail and experience of managing electronic and paper filing systems</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Competent in the use of Microsoft Office applications including Excel and Word</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Understanding of safer recruitment in a school context</li> </ul>		X
<ul style="list-style-type: none"> <li>• Experience of working in a school or other educational setting</li> </ul>		X
<ul style="list-style-type: none"> <li>• Experience in the following –</li> <li>• Caretaking</li> <li>• Building Maintenance</li> <li>• Security, including alarm systems</li> <li>• Cleaning Work</li> <li>• Some DIY</li> <li>• Working in a team</li> </ul>	X	
<b>Skills, Abilities and Personal Qualities</b>		
<ul style="list-style-type: none"> <li>• Ability to plan, organise and prioritise.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to cope effectively in a busy, demanding role</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Commitment to always maintaining confidentiality</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to manage stakeholders and third-party service providers</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Excellent communication skills both oral and written</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Able to provide a high level of customer service to stakeholders</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Able to use own initiative within a busy, diverse team</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Have a clear view of what constitutes effective management of staff and demonstrate practice consistent with the objectives and ethos of the school.</li> </ul>		X
<ul style="list-style-type: none"> <li>• Ability to work flexibly, independently and as part of a team.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Basic DIY Skills</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> </ul>	X	
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<ul style="list-style-type: none"> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Ability to work under pressure and prioritise effectively</li> </ul>		X
<ul style="list-style-type: none"> <li>• Commitment to safeguarding and equality</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Embraces change well</li> </ul>		X
<ul style="list-style-type: none"> <li>• Deals with difficult situations effectively</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Able to work flexibly and out of school hours as required</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Be reasonably fit to carry out the duties of the job</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Able to carry out some manual handling and lifting</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Able to carry out work at high levels using appropriate equipment</li> </ul>	X	
<b>Suitability to work with children</b>		
<ul style="list-style-type: none"> <li>• Enhanced DBS clearance is required for this position</li> </ul>	X	