



# JOB DESCRIPTION

## Night and Saturday Caretaker

### Job Holder:

**Job Title: Night and Saturday Caretaker**

**Salary: KR4**

**Responsible to: Site Manager**

**Contractual Hours: 31 hours a week, 52 weeks.**

**16.00 – 21.00 Mon – Fri and 07.00 – 13.00 Sat**

### ➤ **PURPOSE OF JOB:**

- Ensure the security and safety of the Academy Trust
- Providing general maintenance and portorage to internal and external buildings and surrounding areas and grounds
- Assist the site manager in completing and maintaining the legal documentation that is required by law.
- To support and assist with the letting programme throughout the year.
- To be included in a call-out programme to look after security and fire alarm activation outside of normal working hours when required to do so.

### **2. PERSON SPECIFICATION**

- Is dynamic, professional, positive, and resilient
- Can work independently with support.
- Has high expectations of both colleagues and students
- Has a capacity for sustained hard work.
- Has strong organisational and interpersonal skills
- Shows a passionate commitment to equality of opportunity for all students
- Has a clear understanding of accountability and line management.
- Has a firm commitment to Continue Professional Development both for self and colleagues
- Has a good working knowledge of computers.
- Follows work routines/instructions carefully
- Is able to carry out day-to-day operational maintenance of plants and equipment, e.g. topping up fluids (oil, petrol, diesel, cleaning fluid, etc.), portorage, etc.
- Can quickly acquire knowledge via “on-on-the-job training is willing to learn further by attending formal courses, e.g. first aid training; training on the safe operation of equipment, etc.

### **3. DIMENSIONS:**

#### **No Budget**

#### **No Subordinates**

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The post holder may be required to deal with a range of stakeholders both internal and external and carry out any duties as required by the Headteacher and Governing Body.

#### **➤ PRINCIPAL ACCOUNTABILITIES:**

- Provide customer support for the letting programme
- Update and review letting plan
- To maintain and complete a weekly check of all three mini-buses
- Health and Safety records. (Fire equipment checks, legionella testing, legal compliance)
- Weekly classroom reviews.
- Preparing work schedules for the site team once faults have been identified.
- Maintain the security of the premises by opening and closing the premises (including times for lettings), checking and monitoring CCTV (where applicable), repairing doors, latches, and fences, and acting as a key holder for out-of-hours contact to maintain a safe environment.
- To complete daily, monthly, and yearly checks and record findings in the Planned preventive maintenance logs.
- Maintain a clean, tidy, and attractive environment by ensuring outside areas are kept free from litter; sweeping leaves; emptying bins; grass cutting, and grass maintenance
- Attend training courses as required and assist in the training of other premises support staff as directed
- Comply with Health & Safety, Fire Regulations, and other relevant policies and procedures
- Provide the first point of contact for all deliveries, moving items to an appropriate area to keep passageways clear and hazard free
- Assist with receiving goods and supplies and distribute as required
- Clear paths, access points, and entrances of snow and ice to ensure safe passage
- Clean lampshades and light diffusers periodically; taking account of instructions given on cleaning at height; replenish soap, towels, and toilet paper to all lavatories on the site daily
- Undertake maintenance repair tasks against the Academy Trust's PPM schedule
- Deal with security problems.
- Note and report as necessary on matters affecting the Health and Safety of persons on the school site
- Report on defects in buildings, furniture, fittings, and machinery as required by regulations or instructions of the Site Manager
- Provide access to the premises to the contract cleaners within approved times
- In the event of a suspension of contract cleaning, to direct and supervise any direct labour cleaners engaged by the Academy Trust

- Maintain adequate stocks of caretaking and cleaning supplies (for areas which are the responsibility of the school site manager); to re-order from the approved supplier as necessary and in accordance with procedures
- Carry out security duties and associated cleaning concerning lettings
- Carry out any other reasonable task or duty as directed by the Head Teacher or Site Manager

**3. SCOPE FOR IMPACT:**

- Assist the Site Manager with all aspects of site maintenance and security; in their absence, cover their duties as required, under the supervision of the Headteacher.

**JOB CONTEXT:**

To work closely with the site manager, to keep the school clean and safe for all employees and visitors of the Norton Knatchbull school academy trust.

To work with third-party external contractors, and agencies when required to do so by the Senior leadership team.

To work with clients and groups who book the school facilities for evening and weekend use. Promoting customer-first standards at all times.

**SAFEGUARDING**

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

**CONFIDENTIALITY**

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

**HEALTH AND SAFETY**

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the school's Health & Safety Policy. Health & Safety training to be provided.

Agreed By: ..... Date: .....  
 Job Title

Agreed By: ..... Date: .....  
 Headteacher