

Job Description

Post title:	Multi-site Caretaker
Responsible to:	Head of Estates & Health and Safety
Salary:	Grade C (SCP 2 - 4)
JOB PURPOSE:	To provide high quality effective caretaking services to ensure a secure, safe and hygienic environment for all building users.

Main Responsibilities

1. The caretaker and cleaning team as a whole are responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school.
2. The post is required to work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Also required to work outdoors in all weathers to ensure the school premises is safe.
3. An ability to fulfil all spoken aspects of the role with confidence through the medium of English

Operational Issues

4. To ensure the security of the building and site, undertaking daily security checks.
5. Act as a designated key holder, providing response to emergency calls.
6. Locking and unlocking of buildings at pre-determined times.
7. To monitor the heating system and report any faults to their Manager.
8. To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions eg. snow.
9. To undertake general portering duties whilst on site to include moving furniture & equipment on site.
10. Receive deliveries to the site.
11. To support the maintenance of the building by checking and replacing light fittings, undertaking minor repairs (not requiring a contractor) of a range of equipment and buildings.
12. To assist with cleaning duties as directed.

13. Collect and assemble waste for collection.

Communication

14. Communicate effectively with other staff, Directors, Governors, visitors, contractors, pupils and their families/carers.

15. Welcome contractors onto the site and check clearances.

Resource/People Management

16. To participate in the training and development and performance management processes within the school.

17. Store equipment and products safely and securely.

18. Ability to carry out informal risk assessments on buildings to identify faults/hazards.

19. Order, stock control and store cleaning and caretaking equipment and products safely and securely.

Safeguarding

20. Know about data protection issues in the context of your role.

21. Maintain confidentiality as appropriate.

22. Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to.

23. Have an awareness and basic knowledge where appropriate of the most recent legislation.

Data Protection

24. To comply with the Trust's policies and supporting documentation in relation to Data Protection, Information Security and Confidentiality.

Customer Service

25. Elevate Multi Academy Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

26. Elevate Multi Academy Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

27. Understand your own role and its limits, and the importance of providing care or support.
28. Elevate Multi Academy Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Academy Trusts Policies and Procedures.
29. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
30. To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.
31. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
32. Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

PERSON SPECIFICATION – Caretaker

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education						
Experience & Knowledge	E1	Awareness of Health & Safety	AF,R,I	D1	Ability to use tools for making minor repairs	AF,I
	E2	Ability to read and write	AF,I	D2	Experience of working as part of a team	AF,R,I
	E3	Experience of undertaking general cleaning duties	AF,R,I			
	E4	Experience of carrying out minor repairs	AF,R,I			
	E5	Able to work with minimum supervision.	AF,R,I			
	E6	Self-motivated	AF,R,I			
	E7	Punctuality	AF,R,I			
	E8	Flexible approach	AF,R,I			
	E9	Attention to detail	AF,R,I			
	E10	Ability to manage time effectively to complete tasks to a high level.	AF,R,I			
Skills	E11	Good verbal communication skills	AF,I			
Personal Attributes	E12	Attention to detail, neatness and accuracy	AF,R,I			

	E13	Organisational skills	AF,R,I			
	E14	Ability to work both alone and within a team to achieve specified standards	AF,R,I			
	E15	Confidentiality	AF,R,I			
	E16	Ability to work to deadlines and prioritise own workload	AF,R,I			
Special Requirements	E17	To be committed to the Trust's policy and ethos	I			
	E18	To be committed to continual professional development	I			
	E19	The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post	I			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references