



Trinity Academy

Site Manager

Job description

Job title	Caretaker
Location	Trinity Academy
Salary	Job title: Caretaker Salary: SCP 18 - 24 FTE £26,225- £30,730
Role Summary	To embrace the values of Trinity Academy ensuring that every child achieves their absolute best by supporting the maintenance of the facilities to ensure a safe, effective and high quality learning environment.
Working pattern	37.5 hours per week (part time requests are welcome) A minimum of 3 days a week these may be either early starts (06.15) or late finishes (21.30) or weekend working. To be discussed at interview.
Responsibilities	<p>You will be joining an outstanding Operations team. You will support the security, functioning, legal compliance and general appearance of the school buildings. You will plan and prioritise your own workload and be able to provide some cover for out of hours lets, school holidays, out of school hours and emergency call out where required.</p> <p>All our professional service staff undertake school duties and are encouraged to contribute to the school's unique co-curricular provision. As such this role is seen as an integral part of the school's staffing body.</p> <p>Key responsibilities for the role will include:</p> <ul style="list-style-type: none"> • To maintain the security of the school premises, including the operation of the alarm systems and taking remedial action after break-ins. • To be a main key holder to the premises, and attend call-outs outside of normal working hours. • To welcome, escort and supervise external lets on site. • To escort unwanted visitors off site if safe to do so.



- To report any potential security breaches to the Site Manager.
- To report any health and safety concerns to the Site Manager / Assistant Head: Operations and Communications.
- To carry out regular health and safety checks on the premises and risk assessments as required.
- To take reasonable action to ensure the operation of drains and other plumbing.
- To carry out minor repairs and maintenance not requiring a contractor (i.e. fitting lights, basic plumbing, painting and decorating, synchronising clocks, basic DIY jobs such as installing whiteboards and repairing floors).
- To report the need for any more complex repairs or maintenance to the Site Manager.
- To undertake grounds maintenance on site including light gardening duties (e.g. mowing of lawns, leaf clearing, weed control, emptying of litter bins, cleaning and cleaning of drains and gutters).
- To ensure the school site is free from rubbish.
- To undertake agreed cleaning duties, including the preparation of waste for collection.
- To undertake emergency cleaning duties to ensure a safe and clean environment for staff and pupils (e.g. cleaning sickness and spillages).
- To ensure the upkeep of all cleaning and other maintenance appliances and materials.
- To ensure the adequate supply of domestic consumables in all toilets.
- To maintain supplies of cleaning and other maintenance materials, completing order forms as and when required.
- To carry out manual handling and move furniture as required e.g. setting up for events or dinner arrangements.
- To carry out checks on electrical items in and around the school.
- To access and action emails on a daily basis.
- To attend training courses when necessary.
- To keep accurate records of all servicing and maintenance that takes place around the site.
- To prepare the premises for events both during and outside of school hours.

Other responsibilities



	<ul style="list-style-type: none"> • Cover for absent colleagues, as necessary. • Establish and maintain effective relationships and communication with organisations hiring the building. • Play a full part in the life of the school community, supporting its mission & ethos. • Adhere to the school's policies • To engage actively in the staff review and development process <p>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.</p>
Reporting to	Site Manager
Safeguarding	<p><i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i></p>



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Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- Good written and oral communication skills
- DIY and maintenance skills
- Ability to fault find and prioritise
- Ability to work on one's own as well as within a team
- Flexible worker, able to work late & some weekends
- Good team player
- Good ICT skills
- Good attendance and punctuality
- The ability to safely move around and access the whole school site.
- The ability to lift and move equipment and deliveries.

You are likely to have:

- Knowledge of health and Safety procedures
- Legionella awareness
- Knowledge of heating systems
- Competence in use of power tools
- Skilled in a trade
- Commitment to keeping the school in an excellent state of repair
- Commitment to providing a safe environment for the staff and students
- Ability to fault find and prioritise

- To embrace training necessary for the role
- Good sense of humour

You may have:

- Working @ heights training & experience
- Manual Handling training & experience
- PASMA trained
- COSHH awareness
- Asbestos awareness
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- Asbestos awareness
- Able to drive minibuses.

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

Essential for this role:

- A sound knowledge of health and safety legislation
- Extensive technical knowledge of building services

You are likely to have:

- NVQ 4 Building Maintenance & Estate Service, Facilities Management or equivalent qualification, or experience in a relevant discipline
- IOSH H&S management

You may have:

- NEBOSH in property management or equivalent

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

Essential for this role:

- Experience of working in a Building/Property repair environment

You are likely to have:**You may have:**

- Experience of working within a school environment



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Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.