

## Job Description Teachers and Support Staff

Role:	Caretaker
School:	Beckfoot Upper Heaton
Salary/Grade:	Band 5 SCP 4-6
Reporting to:	Premises Manager

### Core Purpose of the Post:

Under the guidance of appropriate senior staff: provide maintenance, security and facilities management services for all buildings on school sites and premises and provide specialist support in a specific resource area be responsible for the maintenance of a clean and hygienic premises and grounds.

Assist Premises Manager with responsibility for breakdown and reactive maintenance including ensuring the safety of the area, escalating as required to the Premises Manager and coordination of contractors to ensure repair is carried out as soon as reasonably practicable to ensure the continued operation of the site.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

This is a school based role that will involve contact with children.

### Main Duties and responsibilities:

- Will promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times. (This responsibility is shared during normal school hours with the Premises Manager, Head-teacher, but is the postholder's sole responsibility whilst on site outside of these hours in the absence of the Premises Manager, Head-teacher or other senior member of the school staff).
- To work with the School Community Support Coordinator to develop lettings and alternate income streams through use of school facilities.
- Required to be a key-holder for emergency call-outs. Evening/weekend duties for lettings may be a feature of the job (further information is available from the Head-teacher).
- Will be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Will have shared responsibility with the Premises Manager, Cluster Business Manager / Head-teacher for the security of buildings, equipment, furniture etc. on the site, the value of which varies from premise to premise.
- Will be responsible for the maintenance of the security of premises, including the locking and unlocking of the premises, and bringing any deficiencies to the attention of the Premises Manager.
- Will assist with the development and operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for work or repairs required to be carried out to maintain safe and satisfactory conditions (including fire safety and electrical equipment).
- Will liaise with and ensure that contractors on site do not cause a health and safety hazard or damage school property. Report matters of concern or noncompliance with contract specification to the relevant contractor.
- Will appreciate and support the role of other professionals and partners (Lang O'Rourke) to the site, including LOR.
- Will present a positive professional personal image, contributing to a welcoming school environment which supports equal opportunities for all, treating all users of the school with courtesy and consideration.
- Will carry out portage duties as required including the removal and placement of furniture and equipment.
- To assist in the maintenance of the school site, buildings and grounds to a high standard.

- To assist in ensuring maintenance and functioning of the school's heating and utility systems / services.
- To assist in ensuring that all school buildings and grounds are cleaned to agreed standards and specifications including the establishment of effective monitoring and rotas.
- To carry out routine tasks; including but not limited to; litter picking, arranging for the removal of graffiti, contracts for refuse collection and sanitary bins.
- To assist in arranging and overseeing any alterations, redecoration, building and maintenance works and specialised repair work.
- To personally undertake minor repairs and maintenance tasks which are within the post holder's competence and identified as such, arranging for other repairs to be carried out, and organising emergency response to vandalism damage.
- To assist and / or personally undertake the removal snow and other obstructions from entrances, steps, access pathways, car parks, playgrounds etc; in order to ensure the safe entry and exit to school premises for all. Including ensure adequate stocks of salt and sand are maintained. ensuring.
- To report as appropriate any breaches of security and ensure that any resultant damage is remedied properly and promptly, to the Premises Manager.
- To assist in ensuring all required risk assessments are carried out and completed, and action taken where necessary.
- To ensure that appropriate signs and notices are displayed.

### Supervision and range of decision making:

- Supervise cleaning and/or site staff and ensure cleaning is in accordance with specification.
- Will at times work under own initiative with minimum supervision, managing conflicting priorities and referring only issues to the Premises Manager.
- Will manage personnel under remit.
- Will attend and participate in regular meetings, as required.

### Communications and working with others:

- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- Will establish constructive relationships and communication with contractors and other agencies/professionals, ensuring that contracts on site do not cause a health and safety hazard or damage school property. Report matters of concern or noncompliance with contract specification to the Premises Manager / relevant contractor.
- Will establish and develop relationships

### Resources:

- Operate relevant equipment/ICT packages (e.g. word, excel, internet)
- Ensure safe use by self and others of equipment and materials.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- To undertake safety audits of the premises and assist with relevant risk assessments as required.
- Will assist with the procurement and ordering of associated stocks and supplies ensuring that there are adequate levels at all times. Taking delivery and arranging for the storage of materials, stores and other goods.

### Professional development:

- Will participate in in-school training and other training programmes as required and maintain personal and professional development in order to meet the changing demands of the post.

## Other Considerations:

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Required to be a key-holder for emergency call-outs. Evening/weekend duties for lettings may be a feature of the job (further information is available from the Premises Manager, CBM, or Head-teacher).
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual handling and lifting. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the manual tasks required of you.
- Regular outdoor work and exposure to the elements/weather
- Must be legally entitled to work in the UK.

**Safeguarding:** No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

**Intermediate Fluency Duty required:** In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate: They can express themselves fluently and spontaneously with minimal effort and, only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

**Notes:** This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder.  
Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment.  
The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

**Date:**

10/12/2021

**Person Specification**  
**Teachers and Support Staff**

<b>Role:</b>	<b>Caretaker – Band 5</b>	
	<b>Essential Requirements</b>	How Identified
<b>Qualifications</b>	GCSE (A-C) English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 2. IOSH – Managing Safely (or willingness to obtain).	Application
<b>Experience</b>	Previous experience in a site, FM or caretaker role or cleaning/site-keeping in school or similar environment role. Managing of PPM and reactive maintenance.	Application References Interview
<b>Training</b>	Willingness to undertake training in Emergency First aid at work. Commitment to own personal and professional development, being prepared to undertake training relevant to the post.	Application Interview
<b>Knowledge, Skills and Ability</b>	<p>Knowledge of engineering systems including heating systems, electrical systems, plumbing, building works e.g minor works- decorating, flooring repairs</p> <p>Knowledge of policies, procedures and regulations relevant to the role including – COSHH LOLER PUWER Asbestos Legionella</p> <p>Knowledge of cleaning procedures required to meet specified cleaning standards.</p> <p>Knowledge of the use of ICT and other specialist equipment/resources with willingness to participate in development and training opportunities.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>Ability to relate well to children and adults.</p>	Application Interview
<b>Personal Circumstances</b>	Must be legally entitled to work in the UK (Asylum & Immigration Act 1996) Must have the ability to be flexible and work to the requirements of a busy school Interest in the school’s wider role in the community	Application Interview
<b>Disposition and Attitude</b>	<p>Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of others sensitivities; to have personal pride and lead by example.</p> <p>Be hands on. Don’t ask people to do things you wouldn’t do yourself.</p> <p>To like young people and be liked by them.</p> <p>Understand the importance of work/ life balance.</p> <p>Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism.</p> <p>Desire for professional development.</p>	Application Interview References
<b>Physical</b>	Excellent attendance and punctuality. Be resilient. Able to meet physical requirements of the role	References Interview
<b>Equality</b>	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application

