

# LIPA MULTI-ACADEMY TRUST

## Job Description

<b>Job Title</b>	<b>Estates Assistant (Caretaker)</b>
<b>Salary Scale</b>	<b>£24,790 to £25,183 (NJC point 5-6)</b>
<b>Responsible To</b>	<b>Estates Manager</b>
<b>Responsible For</b>	<b>N/A</b>
<b>Number in Post</b>	<b>1</b>
<b>Date Drafted</b>	<b>December 2024</b>

### Job Purpose

To be responsible for the day-to-day operation of all estates-related services and equipment relating to the LIPA Multi Academy Trust, which is currently comprised of the LIPA Sixth Form College and the LIPA School.

Additionally, the postholder will be responsible for the project oversight of minor projects and is required to maintain appropriate and accurate records relating to the usage of the buildings, including completion of relevant data returns to funding bodies.

Furthermore, the individual will be responsible for the oversight and management of the Trust's cleaners and will work in conjunction with the CFO and the Executive Leadership Team to ensure that the Trust's estate is well-maintained and meets the needs of students and staff.

### Major Tasks

1. To carry out general portering duties.
2. To undertake maintenance, including proactively seeking faults and carrying out repairs, responding to fault requests and resolving them appropriately and carrying out inspections / tests and completing test schedules.
3. To undertake caretaking duties as directed.
4. To undertake outside duties.
5. To undertake duties common to all staff.

## Job Activities

### Major Task 1: Porterage

1. Receive and convey parcels to buildings / departments as instructed.
2. Move furniture and equipment as required, setting out and arranging as directed.
3. Work to agreed service level standards.

### Major Task 2: Maintenance

1. Carry out preventative maintenance work, including (for example):
  - Testing emergency lighting;
  - Replacing filters within air handling units;
  - Checks on plant rooms; and
  - Assisting with water treatment regime.
2. Carry out routine, day-to-day maintenance tasks, including (for example):
  - Erection of notice-boards and shelving;
  - Minor brickwork repairs;
  - Basic tiling and silicon work;
  - Internal and external painting; and
  - Cleaning gutters.
3. Act as first response to reported defects, including (for example):
  - Leaking water pipes;
  - Blocked and leaking drains;
  - Lock-outs;
  - Lock replacement;
  - Replacing lamps and tubes;
  - Replacing fuses.
4. Report any defects to buildings, plant or equipment.
5. Liaise with contractors working on site.
6. Accompany contractors working in safeguarded environments.
7. Assist colleagues in the undertaking of multi-person or specialised tasks.
8. Carry out work of an urgent nature which might require working beyond normal core hours (for which overtime or TOIL will be available).

**Major Task 3: Caretaking duties**

1. To act as a fire marshal in the event of building evacuation.
2. Carry out remedial cleaning as and when necessary in the absence of a cleaner.
3. Liaise with cleaning staff over areas of concern.
4. Remove litter and rubbish from within and outside the buildings.
5. Carry any items for recycling as directed.
6. Ensure our premises are kept safe and secure at all times (e.g. ensuring locks are working, health and safety is adhered to).
7. Identify potential trips and hazards around the buildings and acts on to eradicate any risks.
8. Remain vigilant at all times in identifying potential intruders.

**Major Task 4: Outside duties**

1. Carry specific cleaning duties including clearing leaves, litter and herbage from hard surface areas.
2. Clear pathways and steps of snow and ice in winter and treats with rock salt.
3. Unblock drains, gullies, grids and gutters as necessary.

**Other duties:**

1. Carry out all duties with due regard to confidentiality and data protection regulations.
2. Work flexibly including contributing to work projects of a general nature and providing cover for other staff.
3. Carry out duties at all times with due regard to Equality and Diversity, Health and Safety and other policies as agreed and revised from time to time.
4. Wear appropriate uniform and PPE at all times.
5. Carry a radio and respond immediately to any incidents which might arise.
6. To undertake such additional duties as are reasonably commensurate with the level of this post.

**Location:**

The job is initially located across our main sites on Upper Duke Street and Hope Street. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within their competence, such jobs being present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

**Hours:**

37.5 hrs per week, Monday – Friday, although some evening work may occasionally be required as may some weekend working.

### Person Specification – Estates Assistant (Caretaker)

Criteria	Importance	To be identified by:
<b>Education and Qualifications:</b>		
No formal qualifications are required.		
<b>Experience / Knowledge:</b>		
A background in one or more trades and / or very good, wide ranging DIY skills.	Essential	Application / Interview
Experience of working as an estates assistant / caretaker.	Desirable	Application / Interview
Experience of working to a high standard in a similar line of work.	Essential	Application / Interview
A basic knowledge/good understanding of health and safety principles and procedures.	Essential	Application / Interview
<b>Skills and Abilities:</b>		
Organised and methodical approach to work	Essential	Application / Interview
Mature approach to work to see a job through to completion	Essential	Application / Interview
Happy to take instruction and work unsupervised when necessary	Essential	Application / Interview
Ability to perform portorage / moving furniture tasks	Essential	Application / Interview
Ability to work as part of a team	Essential	Application / Interview
Ability to obtain or provide DBS clearance, satisfactory to LIPA MAT	Essential	Application / Interview
<b>Personal Qualities:</b>		
Commitment to providing a high level of service	Essential	Application / Interview
An enthusiastic and flexible approach to working routines and practices	Essential	Application / Interview

<b>Criteria</b>	<b>Importance</b>	<b>To be identified by:</b>
Enthusiasm and flexibility in the role, with a 'can do' approach	Essential	Application / Interview
Commitment to equality of opportunity and anti-discriminatory practice	Essential	Application / Interview