



The Park Academies Trust

Job Description

Job Title: **Caretaker / School Handyperson**

Role reports to (Job Title): **Operations Manager**

Job Purpose:

Under the direction/instruction of the line manager the purpose of this post is to assist in the provision of maintenance, security and cleanliness of the academy premises, sites, and environment and providing a safe working environment.

Key Accountabilities:

1. Support the main keyholders and be responsible for the security of the premises, to include the opening up and locking of premises.
2. Respond to fire and intruder alarms when on site
3. Carry out regular health and safety checks to maintain safe conditions and working practices in line with health and safety policy and procedures
4. To support the lettings activity of the Academy, working with customers and the lettings organiser to deliver a customer focused service including ensuring all have left site, lights are off and areas of the Academy are prepared for academic use
5. To undertake a range of minor maintenance work, as agreed with the line manager, with regard to the day to day maintenance of the premises, its furnishings and grounds e.g. decorating, minor repairs, drain clearance, rubbish removal
6. Escort contractors and others to sites of repair and maintenance
7. To be responsible for the receiving of deliveries of goods and equipment and distributing as appropriate. To include maintaining appropriate records as required.
8. To be responsible for the general tidiness and safety of the outside areas e.g. the removal of litter and graffiti from paths and hard surfaces, to keep surface drains free of obstruction, to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
9. To be responsible for cleaning areas and undertake cleaning duties including emergency cleaning duties arising during the working day including including graffiti removal, litter-picking
10. To undertake general portering duties to include the setting out and putting away furniture as necessary, e.g. examinations, classroom set up.
11. Other general tasks as directed by line managers.

Supplementary Accountabilities:

- Comply with and assist with the procedures relating to child protection, Health and Safety, confidentiality and data protection.
- Contribute to the aims of the academy
- Minibus driving to support lessons or other school activity on an ad-hoc basis
- Participate in training and other learning activities as required

No job description can be exhaustive and the duties may alter in practice over time. The post holder is expected to use his/her professional judgement to ensure that the role continues to evolve and develop in line with the Trust's changing requirements.

Job Scope: Number and type of jobs managed:

There are no line management responsibilities

You will work as part of a team

Knowledge and Experience:

- Strong communication skills:
 - Able to talk to teachers and pupils
 - Customer focused approach to external users
- Ability to prioritise tasks and follow instructions
- Good common sense
- Basic DIY skills
- Team work

Contacts and Relationships:

All Trust employees

Customers and external users

Contractors and service providers

Creativity and Innovation:

Ability to undertake tasks without direct supervision and to find cost effective solutions.

Be self-motivated, identifying opportunities to do tasks in a more efficient manner.

Customer focussed

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Academy procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Academy's written procedures.

Safeguarding - Children & Vulnerable Adults

This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Staff must work in accordance with the South West Child Protection procedures and Child Protection/Safeguarding Policy and understand their role within that Policy.