

**Job Title:** Multi-Site Maintenance Staff/Caretaker  
**Salary:** NJC 7 – NJC 13 – FTE £25,630 - £28,351  
**Department:** Trust Central Team  
**Responsible to:** Estate Manager

**Responsible for:** Providing a high standard of premises maintenance at our academies

### **Job Purpose**

To maintain a high standard of premises maintenance for our Academies. You will be required to organise and carry out both planned & reactive maintenance at the site ensuring compliance with both regulatory & health & safety standards. The primary purpose of the Site Caretaker is to maintain the properties to a high level to ensure the buildings are kept in optimum working condition.

### **Core Technical Competencies/Skills and Knowledge/Understanding**

Maintenance Staff/Caretakers will be expected to have a good standard of practical knowledge, skills and experience of building maintenance work in a school or similar environment. You should be able to demonstrate general working skills in carpentry, fixing locks, electrical, plumbing, drainage, painting and decorating.

As the Maintenance Staff/Caretaker you will be part of our essential Estates Team ensuring that our buildings are maintained to a high quality and kept in a safe working condition. A good working knowledge/understanding of the challenges of maintaining an educational setting would be beneficial.

### **Roles and Responsibilities in addition to the provision of maintenance**

As well as technical competencies you should demonstrate the following:

- Knowledge and understanding of Health and Safety polices & regulations
- Understanding of COSHH regulations
- Ability to identify risks/hazards and mitigate/reduce them
- Monitor and manage control of resources and stock levels
- Ability to organise more stock when required
- Undertake routine work in accordance with the planned preventative maintenance
- Use IT systems to communicate and record information
- Maintain records where required
- Deal with minor security/safety issues
- Report major items for repair to the Estates Manager
- Interact with staff, visitors, pupils and parents in a friendly and professional manner



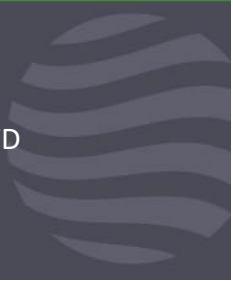
- Organise and oversee contractors carrying out works on site
- Operate routine security arrangements to prevent/deter unauthorised access to the site and buildings and to minimise theft and vandalism
- Carry out procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Ensure that all hard areas, grassed areas, beds, borders and grounds are free from litter and excessive accumulations of dirt and rubbish. Maintain health and safety of dustbin areas.
- Ensure that all external hard areas are free of slip and trip hazards including ice (gritting when needed) and leaves.

### **Core Behavioural Attributes**

- Thorough approach to work and commitment to a quality finish
- Ownership of work and follow through to a satisfactory conclusion
- Ability to perform under pressure
- Problem solving and proactive approach to requests
- Ability to create effective working relationships
- Good interpersonal skills
- Effective communication skills both verbal and written
- Enthusiasm
- Ability to work independently and as part of the wider premises team
- A flexible attitude and approach
- Organised and ability to plan work effectively
- Manage own professional development as part of the Trust's employment requirements
- Maintain Personal and professional conduct in accordance with Wave' values.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks carry out. The postholder may be required to visit other academy sites and to perform other duties appropriate to the level of the role, as directed by the Estates Manager, Principal, SLT or line manager. You will need to be aware of and adhere to applicable rules, regulations, legislation and procedures including the Academy's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection);

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job.



### **About Wave**

Wave Multi Academy Trust delivers education to pupils across Devon & Cornwall. Our vision is to significantly change pupil's lives for the better.

Our academies provide the following:

- Education for pupils who are designated as disengaged
- Education for pupils unable to attend school due to medical reasons
- Education for pupils with social interaction and communication needs including those on the Autism Spectrum and Speech, Language and Communication Needs.

At Wave we are committed to progressing the social, emotional and academic outcomes for all of our pupils to enable them to achieve their true potential.

### **Our Values:**

- **Teamwork**

We recognise that when we work together effectively we are stronger and more consistent.

- **Empathy**

Consider the consequences of my decisions, large and small on those around me.

- **Inclusivity**

Everybody is treated fairly and equally no one is marginalised or left behind.

- **Respect**

We will ensure that we have due regard for the feelings, wishes, or rights of others in every action we take.

- **Positive**

It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

We believe that the values that we embody in Wave empower young people to succeed, these are the values we are looking for when we seek new staff.



### Person Specification

| ATTRIBUTES                 | ESSENTIAL   | DESIRABLE   |
|----------------------------|---|---|
| Relevant Experience        | <ul style="list-style-type: none"> <li>• General maintenance</li> <li>• Basic understanding of electrical work, plumbing, carpentry</li> </ul>  |   |
| Education & Training       | <ul style="list-style-type: none"> <li>• Must be proficient in the use of IT (Microsoft Office).</li> <li>• Must be able to effectively use a mobile phone</li> </ul>   | <ul style="list-style-type: none"> <li>• Level 2 or 3 Health and Safety</li> <li>• GCSEs at grades 9 to 4 (A* to C) including English and maths</li> <li>• Further qualifications relevant to post</li> </ul> |
| Special Knowledge & Skills | <ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Good literacy and numeracy skills</li> <li>• Excellent verbal communication skills</li> <li>• Active listening skills</li> <li>• The ability to remain calm in stressful situations</li> </ul>   |   |
| Personal Qualities         | <ul style="list-style-type: none"> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding pupil's wellbeing and equality</li> <li>• Must be comfortable working around children/young people</li> <li>• Ability to build effective working relationships</li> <li>• Must be able to undertake physically demanding work</li> <li>• Ability to work on own initiative</li> <li>• Strong team player</li> </ul> |   |
| Any Additional Factors     | <ul style="list-style-type: none"> <li>• Current driving licence</li> <li>• Must be willing to drive between site locations</li> </ul>  |   |

