

Senior Caretaker

NJC Pay Range	Band E
Responsible To:	Leader of Premises and Estates

Main Purpose of the Post

- Work with the Leader of Premises and Estates and the respective Principal to assist in the maintenance and other duties associated with premises, and grounds to ensure the very best environment at all times.
- Promote the Trust's positive identity and "Can Do" ethos.
- Maintain good working relationships with all members of the Trust and associated stakeholders.

Key Areas of Responsibility

Operational/Day to Day

- Ensure that the relevant Principal/ Leader of Premises and Estates is informed of any issues connected to the site.
- Ensure the general security of premises.
- Ensure that the site is well maintained, safe and secure through liaison with Principal/ Leader of Premises and Estates.
- Undertake tasks allocated by the Principal/ Leader of Premises and Estates appropriate to the role.
- Ensure that Health and Safety procedures are followed to enable staff, students, and visitors to function effectively.
- Update and maintain records relating to Compliance, Health and Safety and Asset Management, including updating Risk Assessments in line with national requirements.
- Ensure that the buildings and site are well maintained, safe and secure, to include the following key tasks (not intended to be exclusive or exhaustive):
 - General caretaking duties.
 - Liaison and checking work of outside contractors.
 - Graffiti removal.
 - Portage of equipment/deliveries around site.
 - Basic repairs and maintenance (simple joinery, plumbing, painting and redecoration).
 - Litter picking, site clearance and winter maintenance.
 - Responding to alarms (intruder/fire alarm) including out of hours response and checking and replacing of equipment.
 - Planning and supervising holiday period work with the Leader of Premises and Estates.
- Be flexible and travel between sites as the need may arise or as directed.
- To oversee maintenance schedules and evaluate reports.
- Keep up to date with legislation and statutory guidelines set by Government and other regulatory bodies, provide guidance to staff.
- Liaise with contracts for projects or maintenance and ensuring documentation is compliant and safe operations have been agreed and adhered to.
- Develop programs and practices with the Leader of Premises and Estates ensuring implementation and monitoring ensuring the site is compliant in health and safety and premises' practices.
- To support the Leader of Premises and Estate to deliver a range of projects.
- To provide support/cover in other Trust settings as required.
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

Other Considerations Relevant to the Role

- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties for which the postholder needs to ensure they have the appropriate business insurance.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

Supplementary Information

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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.

- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.