

Bridgwater and Taunton College Trust

Caretaker.



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Grade: Band 04, Scale 05.

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

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Core Purpose

To ensure the Academy's premises are maintained to the minimum compliance to ensure the Academy's estates portfolio complies with its outside regulatory requirements and internal policies.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

- On a daily basis ensure the premises are in a suitable condition for use, both during term time and as required during the school holidays. Ensure heating and hot water systems functioning correctly as required.
- Complete scheduled inspections and tests on equipment and plant to all areas of the site building on a weekly/monthly basis
- Work with the premises team to identify any non-compliances and oversee remedial works, ensure that your findings are recorded and followed up with management so that issues can be rectified and update the academies compliance software
- monitor compliance with laws, regulations, internal policies and managing voluntary best practices
- contribute to robust and effective compliance controls within the organisation, collaborating with other departments
- Ensures the Academy's minibuses are maintained to safe and legal levels, refuelling as necessary, and undertakes regular inspections to ensure they are kept clean.

Other Responsibilities and Duties

- Ensure the buildings and furnishings are safe, secure, cleaned and maintained to standards defined by legal requirements, Health and Safety regulations and the Academy management.
- Work under the direction of the Site Manager and follow a rolling programme for routine site maintenance, compliance checks. e.g. sealing/polishing, cleaning Academy furniture, gutter/drain clean etc.
- Provides an in-house reactive and programmed maintenance/improvement service for repairs, decoration and minor building works as directed by the Site Manager.
- Monitor condition of buildings, fittings and furniture and check services (heating, electric, water and gas) are operating satisfactorily and being properly maintained, reporting cases for repair, maintenance or attention.
- Where contractors are used, oversee and check the quality of work/repair before sign off.

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- Assist with emergency procedures in the event of fire, flood, breaking and entering, accident or major damage
- Maintains an inventory of stock, equipment and furniture and orders replacement items as necessary

Other Duties

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time you may be required to carry out other duties commensurate with the role.

Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	Good level of general education focused on building and associated trades. Basic IT skills (use of smart phone, e-mails etc) Manual Handling	An understanding of Health and Safety legislation and security requirements.
Knowledge/Skills	Pleasant, courteous personality. Knowledge of cleaning products and techniques, certification in appropriate skills.	Usually work to a known flexible routine, understanding that the premises being

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	<p>Can manage In emergencies (floods etc.), initiates processes for engaging contractors or providing other solutions or repairs to ensure security of premises and provides a written report to the Site Manger.</p> <p>Works within well-known boundaries e.g., Health & Safety legislation, cleaning specifications where appropriate.</p> <p>Will normally be able to make own routine decisions within scope of this job e.g., work priorities.</p>	<p>educational will mean frequent interruptions</p>
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