



JOB DESCRIPTION

Staploe Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title:	Trust Caretaker
Line Manager:	Trust Facilities Manager
Location:	Based at Soham Village College but travel to all schools across Staploe Education Trust
Salary:	Point 5 – 6
Hours of work:	<p><i>37 hours per week, 52 weeks a year</i></p> <p><i>Core hours of work will predominantly be undertaken Monday to Friday, between 6:00am and 10:00pm. The normal working pattern is as follows:</i></p> <p><i>1.30pm – 9.30pm, Monday – Thursday</i></p> <p><i>1.30pm – 9.00pm, Friday</i></p> <p><i>With a 30 minute unpaid break</i></p> <p><i>There may be a requirement for additional hours to be worked at evenings/weekends.</i></p>

Job Purpose:

To undertake general maintenance and security duties at our Trust schools.

Main duties and responsibilities:

- The post holder will be required to demonstrate a continual positive commitment to the Trust's policies including those relating to safeguarding children, health & safety, and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share
- Maintain the security of the school premises by locking and unlocking entrances and exits as required, securing the building using the alarm system and reporting any potential security breaches
- To be the main key holder and attend callouts outside of normal working hours
- Provide access to the school site out of hours (evenings, weekends, holidays and between shifts) as requested
- Under instruction from the Trust's Facilities Manager, guide, monitor or support contractors, carrying out planned maintenance and other works on site





- Carry out minor/simple repairs not requiring a contractor e.g. changing light bulbs, unblocking drains, basic plumbing etc
- Take reasonable action to keep drains, downpipes, waste pipes etc. clean and clear of minor blockages that are clearly visible
- Carry out painting and decorating as requested, in agreement with the Trust Facilities Manager
- Report any need for repair and maintenance work to the Trust Facilities Manager
- Carry out regular Health & Safety e.g. fire alarms and legionnaires testing, asbestos monitoring and report findings to the Trust Facilities Manager
- Carry out weekly Health & Safety checks relating to playground equipment, hazards around school and potential unsafe practices and report findings to the Trust Facilities Manager
- Undertake light gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish
- Operate the heating plants, cooling and lighting systems ensuring efficient use of resources
- Ensure lights and other equipment are turned off as required and report faulty equipment and other maintenance requirements to the Trust Facilities Manager
- Undertake daily agreed cleaning duties and ad hoc duties, including graffiti removal, litter picking and collection of waste for disposal
- Undertake emergency cleaning duties/activities e.g. spillages and to maintain a safe, clean and orderly learning and working environment e.g. gritting
- Carry out rubbish removal as necessary and ensure bin store is kept clean and tidy
- Provide a portorage service around the school and assist with receipt, distribution, collection and despatch of goods
- Undertake basic record keeping as required
- Liaise with the Headteacher/Trust Facilities Manager about the Trust's requirements of contractors and report any problems at the first opportunity
- Attend inspections by the Health & Safety Advisory Body member and advisor/auditor as required





Other specific duties:

- To carry out the duties in the most effective, efficient and economic manner available
- To continue personal development in the relevant areas for the role
- To participate in the staff appraisal process
- To play an active role in the life of the Trust
- To undertake appropriate Health & Safety training
- To carry out duties and responsibilities in accordance with Trust and school policies & procedures, particularly those relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Undertake other duties and responsibilities, express and implied consistent with the grade of the post and job description, as may be required from time to time by the Trust Facilities Manager
- This job description is not necessarily a comprehensive definition of the post

The job description will be reviewed after one term and then annually.

