

Job title: School Caretaker

Responsible to: Trust Estates Manager or Director of Operations

Manages/Supervises: None

Location: Primarily at The Henry Box School
(May be required to work at other MILL Academies schools on an occasional basis)

Salary: Grade 6

Working Pattern: 37 hours 52 weeks
Flexible shifts between 06:00-22:30
Occasional unsocial hours
Will be required to be on 24-hour emergency call-out including weekends on a 3-week rotation

Disclosure level: Enhanced DBS

Job Purpose: To work as part of the Trust Estates Team under the direction of the Trusts Estate Manager to deliver comprehensive high-level site and facilities support across the school, ensuring that tasks are completed to a high standard in a timely and efficient manner.

Main Responsibilities:

- To be responsible for maintenance, security and facilities management services on school premises;
- To provide specialist support in a specific resource area e.g. minibus maintenance, heating maintenance, water hygiene, fire and security alarms
- To be responsible for the maintenance and upkeep of the school grounds and sports facilities in conjunction with the school's appointed grounds contractor;
- Be prepared to travel to other schools within the MILL Academy to carry out planned and reactive facilities requests.

Key Tasks

Premises & Grounds Management

- Undertake a programme of preventative planned maintenance and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions;
- Use an IT based facilities help-desk to record and monitor small works, staff requests and repairs;
- Carry out regular set-ups for school events, examinations and external lettings;
- Ensure that the site grounds and facilities are maintained to a high standard, safe and tidy for students, staff and visitors;
- Carry out minor improvement work e.g. painting and decorating, erecting shelves, notice boards, bookshelves etc.;
- Contribute to team planning, development and organisation of systems/procedures/policies;
- Maintain records, information and data, producing analysis and reports as required;
- Operate and monitor heating plant, electrical and lighting systems;
- Collect and assemble waste and recyclable materials for collection;
- Undertake cleaning duties such as graffiti removal, particularly graffiti removal, litter-picking, unblocking of drain and clearing away water/fluids/mud/waste or any other slip or trip hazard within the building and/or across the site
- Assist with emergency cleaning duties;
- Porter duties e.g. delivering mail, moving furniture and equipment;
- Create and maintain a purposeful, orderly and productive working environment;
- Assist in the site organisation and preparations for lettings and events at any Trust School

Site Security

- Lock/unlock school buildings and areas at the start and/or end of the day;
- Undertake regular security checks and identify security risks;
- Provide emergency access to the school site.
- Key holder for The Mill Academy sites
- On a 3-week rotation basis, provide 24/7 emergency all out cover in case of alarm activations, fire or intruders- overtime at the appropriate rate will be paid for any out of hours or call outs

Health & Safety

- Monitor fire safety equipment and carry out fire drills;
- Operate and respond to alarm systems where appropriate;
- To undertake safety audits of the premises and assist with relevant risk assessments as required;
- Organise and administer the maintenance of all school vehicles and to carry out driving duties when required by the Trust Estates Manager Manager;
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times;

- Ensure the car park and walkways are gritted when icy and clear of snow in the winter;
- Supervise the attendance of contractors on site to ensure child safeguarding and health and safety of all site users;
- Monitor performance of contracts and record performance against specified standards.

Additional Responsibilities:

- To achieve service outcomes and outputs, and personal appraisal targets, as agreed with the Trust Estates Manager
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and postholder.
- To be committed to the school's core values and ethos and to demonstrate this commitment in the way duties are carried out.
- To maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the Data Protection and Equality Act at all times.
- To carry out duties and responsibilities in accordance with the Academy's Health and Safety Policy and relevant Health and Safety legislation.
- To demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents, observing proper boundaries and having regard to the safeguarding and wellbeing of students.
- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.
- The Post holder must undertake annual child protection and safeguarding training.
- To undertake any other duties or tasks as are required from time to time at the discretion of the Headteacher.

Person Specification

Essential Criteria

- Experience of carrying out repair and maintenance work
- Experience of having key holding responsibilities
- Experience of caretaking/cleaning/site-keeping/handyperson (in a school environment would be desirable but not essential)
- Holds a full clean driving licence (holding a D1 licence would be desirable but not essential as training would be provided)
- Able to demonstrate a good working understanding of health and safety principles
- Awareness of health and hygiene procedures
- Good numeracy and literacy skills with GCSE (or equivalent) in Maths and English
- Knowledge of use of ICT and other specialist equipment/resources
- Able to organise and prioritise to meet deadlines
- Knowledge of moving and handling procedures
- Working knowledge of relevant polices/codes of practice/legislation
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Ability to work as a team member

Desirable Criteria

- Experience of working in a school
- NVQ 3 qualification or equivalent
- Specific training in specialist area/ trade skills
- Health and safety qualification or recent training
- Recent training and knowledge of COSHH
- D1 driving licence

Special Requirements

This position is physically demanding and involves accessing scaffolds, roofs, lifting and carrying (occasionally up and down stairs), moving furniture and large bins, and carrying products and equipment. It is essential that the post holder is physically fit and capable of manual handling tasks. A confidential pre-employment health check will be carried out by the Trusts Occupational Health Specialist