

JOB DESCRIPTION

**Job Title: Apprentice Caretaker**

**Grade:** Apprentice

**Job Location:** Farringdon Community Academy

**Responsible to:** Site Supervisor/Business Manager

**Purpose of Job:**

To assist the Site Supervisor in their capacity and ensure that the site and grounds are maintained at all times in a safe, clean and healthy condition for pupils, staff and visitors and other users of the site facilities.

**Principal Responsibilities**

* To assist the Site Supervisor in all caretaking duties in and around the Farringdon Community Academy site.
* To undertake appropriate training, as agreed with the Site Supervisor and the Business Manager.
* To assist the Site Supervisor in his responsibility for maintaining the whole school building in accordance with the specifications of the Headteacher and the Governing Body

**Main Duties**

* To assist in minor maintenance duties across the site;
* To shadow the Site Supervisor as required in order to gain a breadth of experience in the role;
* To undertake various grounds maintenance tasks across the site;
* To assist in the porterage of items around the site;
* To undertake other tasks appropriate to the grade of the post.

**Other Duties**

* To use information technology systems to carry out duties in the most efficient and effective manner.
* To achieve personal appraisal targets, as agreed by the Business Manager and Head Teacher.
* To undertake training and constructively take part in meetings, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
* To carry out duties and responsibilities in accordance with academy requirements.
* To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
* To carry out duties and responsibilities and accordance with the Academy’s Health and Safety Policy and relevant Health and Safety legislation.