

**AXE VALLEY ACADEMY
JOB DESCRIPTION
ASSISTANT CARETAKER**

POST TITLE:	Assistant caretaker
SALARY GRADE:	Grade B - £7.83 per hour-£8.19 per hour depending on experience
HOURS/WEEK:	30 hours over 5 days per week,
WORKING WEEKS:	41 weeks per year (term time + 3 weeks in school holidays)

Person to whom teacher is responsible: Site Manager

Job role

To provide a general custodial and maintenance service ensuring that the premises are cleaned, secure and maintained to the satisfaction of the Headteacher.

Main Duties and Responsibilities:

Security and associated duties:

- Undertake necessary site checks as directed by the site manager and maintain associated record keeping.
- Monitoring the operation of the intruder and fire alarm reporting any faults immediately.
- Reporting acts of theft or vandalism to the Site Manager and/or police as necessary.

Internal Maintenance:

- Report all defects which require specialist repair.
- Monitor light fittings and replace lamps, starters and domestic fuses as required.

External Maintenance:

- Maintain cleanliness and general tidiness of all external hard areas; empty litter bins on a daily basis.
- Clean and clear all drains, gullies and gutters to ensure effective and healthy operation.
- Inspect outside fabric of academy, report/repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc. Report/repair defects as appropriate.
- Remove/obscure all graffiti, as required by the Site Manager.
- Maintain grounds (both soft and hard areas, fences, hedges, ditches, drainage and goal posts including repairs and refurbishment as necessary.
- Keep entrance to the academy, inside and outside, clean and clear of obstructions at all times.
- Clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt, etc.
- Inspect all outside areas for dangerous materials and remove – including external emergency clean of spillages.
- Pruning and clearance to ensure unrestricted access and use of premises including perimeter fencing.
- Carry out minor works in order to improve the site as directed by the Site Manager.
- Disposing of waste materials in a safe hygienic manner, ensuring that it is available for collection as required and keep in the bin stores tidy.
- Clean sickness and spillages as required.

Deliveries/ post:

- Receiving deliveries as required and daily distribution of parcels and equipment across the site.

Manual handling and general furniture moving:

- Moving items of academy furniture as required in connection with the academy and other users of the academy premises with due regard to the Academy's Health and Safety policy and training received.

Lettings:

- Complying with instructions received from the Site Manager concerning letting procedures and carrying out as per lettings agreement.
- The caretaker may be required to be available during the course of the letting to:
- Give assistance to the hirer relative to the facilities hired.
- Ensure that functions are properly conducted in accordance with the lettings agreement and the behaviour of the hirer is not detrimental to the site or facilities.
- Carry out any routine maintenance to the academy buildings.

General Duties:

- To comply with all Health and Safety policies at all times.
- To safeguard and promote the welfare of all pupils, staff and visitors.
- To carry out any other reasonable duties as requested by the Executive Principal, Head of Academy, Director for Finance and Support Services or Site Manager.

Uniform and appearance:

Appropriate site team clothing must be worn including protective footwear. Appropriate headwear may be worn during cold / wet weather or for protection from the sun. Certain tasks may also require use of personal protective equipment. As you will be representing the Trust it is your responsibility to maintain a smart and tidy appearance, as far as is reasonably practicable, in the reasonable opinion of the Director of Finance and Support Services.

Conduct:

You will be expected to deal with all staff and academy visitors in a courteous, polite and professional manner under all circumstances. In return your colleagues will be expected to treat you in the same manner.

Please note that although this post is based at Axe Valley Academy, you may on occasions be required to work at other academies within the Trust

PERSON SPECIFICATION – note if Essential or Desirable

SKILLS AND ABILITIES	<ul style="list-style-type: none">● Evidence of experience with practical tasks including some plumbing and carpentry or decorating skills. (D)● Techniques for the repair of damaged or defective equipment or resources. (D)● Able to give examples of DIY or small practical projects undertaken.(D)● Ability to deal with contractors and have realistic expectations for quality of work done.(D)● Deal with emergencies and problems in a positive and systematic manner. (D)● Anticipate and reduce risk where possible. (E)● Develop more efficient and cost-effective ways of working. (D)● Communicate effectively (both orally and in writing) to a reasonable standard. (E)● Work alone when required, showing good self-motivation.(E)● The ability to seek solutions not problems. (E)
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none">● Cleaning work. (E)● Basic principles of site management. (D)● The importance of Health & Safety. (D)● Security. (D)● COSHH regulations. (D)● The ability to understand the need for and to meet deadlines. (E)● Previous experience of working in a school environment. (D)
QUALIFICATIONS	<ul style="list-style-type: none">● English and Maths to an acceptable standard.(E)
PERSONAL QUALITIES	<ul style="list-style-type: none">● Hard-working and reliable. (E)● Practical approach. (E)● Adaptable and flexible. (E)● The ability to set high standards for self in terms of tidiness, presentation of self, using time efficiently without wastage, following school policies and guidelines. (E)● Approachable, caring, empathetic and of the highest integrity. (E)● Shows a high level of enthusiasm, commitment and determination. (E)● Flexible and listens. (E)● Prepared to seek advice and support and can also demonstrate initiative and the ability to work independently. (E)● Demonstrates a concern for the well-being of children and adults and

	<p>works hard to achieve this. (E)</p> <ul style="list-style-type: none"> • Confidentiality, commitment and loyalty. (E) • Works well as part of a team. (E) • Willingness to be involved in the whole life of the school. (D)
PROFESSIONAL DEVELOPMENT (if applicable) AND OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Clean driving licence. (E) • First Aid in the Workplace. (D) • Fire Warden training. (D)