

THE HOWARD PARTNERSHIP TRUST

PARTNERSHIP CARETAKER

Grade	Job Title	Capsule job profile	Competencies	Qualifications, Training and Development
S5 £18,410 - £21,474 36 hours/ 52 weeks	Caretaker Mon – Fri Variable shifts covering 7.00 am – 6.30 pm as per the needs of the business	<p>Directly responsible to the Partnership Deputy Head of Premises</p> <p>Directly responsible for no other staff members.</p> <p>To be a roving role, providing caretaking cover according to business needs across all sites within The Howard Partnership Trust.</p> <p>Hours and duties to be as directed by the Partnership Deputy Head of Premises providing caretaking cover at any THPT premises as directed by the Partnership Facilities & Premises management team. The Partnership Caretaker will provide cover as necessary for holidays, sickness and during especially busy periods, e.g., Open Evenings and other events.</p> <p>To assist in providing a caretaking, maintenance and security service to The Howard Partnership to minimize risks to the health and safety of those using the school site.</p> <p>To limit the possibility of damage to the school premises and loss of property through theft.</p> <p>The job holder needs to be aware of safety issues and perform all duties whilst adhering to safety standards. There is some physical effort required, e.g. furniture moving, portering as well as administrative and outdoor working.</p> <p>Main Duties:</p> <p><u>Site Maintenance</u></p> <ul style="list-style-type: none"> To assist in maintaining the site in a good state of repair and maintain heating and lighting to all parts of the premises in order to minimize risks regarding the health and safety of those using the school site Undertake DIY projects, under the direction of the Partnership Deputy Head of Premises To undertake emergency and first line school 	<p>Post holders should demonstrate the competencies identified from the list below:</p> <ul style="list-style-type: none"> Reliability Working as part of a team, adaptable and supportive of colleagues Pro-active Physical ability to carry out manual handling tasks Prepared to take minibus test for occasional transport of children/staff Able to listen actively and demonstrate understanding of communications received and respond appropriately Communicate mainly oral information to the right people in a timely and clear manner Able to work alone or in a team Uphold and support the School's policies and procedures on the safeguarding of young people 	<p>Good general education.</p> <p>Recognised training qualifications/ experience with caretaking/DIY activities.</p> <p>Knowledge of basic site maintenance, health and safety regulations, COSHH, legionella, asbestos and good practices in building services e.g. heating, plumbing, electrical, carpentry etc. is desirable.</p> <p>Training and development may include:</p> <ul style="list-style-type: none"> Induction training On job training Training for specific responsibilities of the job Safeguarding training Support Staff Appraisal The job holder will be expected to participate in training and personal development opportunities Maintaining a current minibus licence and driving as required <p>The successful candidate will be subject to a satisfactory enhanced Disclosure from the Disclosure and Barring Service (DBS)</p>

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		<p>maintenance repairs e.g. electrical work, plumbing, painting and decorating, carpentry, joinery, glazing</p> <ul style="list-style-type: none"> • To assist in the operation of heating plant to maintain required temperatures and ensure adequate heating and lighting to all parts of the premises • To ensure that the activities of the school take place in an environment suited to learning • To carry out regular maintenance checks of drains, gullies and low level gutters to ensure free flowing and clean • To carry out minor repairs to buildings and equipment as directed by the Partnership Deputy Head of Premises • To direct contractors to the site, explain nature of the repairs, monitor their performance and inspect completed work. In addition, ensure that contractors are aware of relevant health and safety measures in force at the school <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • To participate in ensuring that the site is kept clean and tidy in order to minimize risks to the health and safety of those using the school site • To keep all outside areas clean and tidy, e.g. litter clearance, leaf sweep, including a weekly school sweep and tidy, emptying external litter bins • To collect and dispose of refuse and recycling waste, and remove confidential shredding to archive store • Graffiti removal • To carry out emergency cleaning as required • <p><u>Portering</u></p> <ul style="list-style-type: none"> • To assist in providing a portering and furniture moving service to ensure supplies are in place and school activities and associated events can proceed 		<p>We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment</p>
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- To dispatch and take delivery of goods and materials
- To transfer goods and materials delivered to the school to appropriate locations around the school site
- On a daily basis set out and clear away tables and chairs in dining areas if required and move furniture and equipment in connection with assemblies, parents' evenings and school associated events
- To be prepared to take the school minibus test and drive the school minibus as required

Security

- To assist in securing all school buildings and set alarm systems when school is not in use to protect the building and its contents
- To provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations
- When required, ensure the buildings are opened and locked at appropriate times, setting and turning off the alarm systems, securing access to the school grounds
- Walk around buildings to check premises have not been disturbed, turn on/off lights and heaters. Check windows and internal doors closed
- When required, check the automatic security and fire alarm systems
- To open and lock the school site as required for out of hours lettings
- Provide cover for residential caretaker on lettings or school opening and locking up as required

Monitoring

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		<ul style="list-style-type: none">• To report to the Partnership Deputy Head of Premises if supplies of cleaning materials, personal hygiene products and sundry items are required• When required, to record meter readings for gas, water and electricity• To undertake legionella monitoring on a regular basis <p><u>Other duties</u></p> <ul style="list-style-type: none">• Maintain confidentiality in and outside the workplace with particular regard to data on the school's computer systems• Be pro-active in matters relating to health and safety• Support the aims and ethos of the school, setting a good example in terms of dress, behaviour, punctuality and attendance <p>The above may also include any other reasonable duties as directed by your line manager</p>		
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