



**BATLEY MULTI ACADEMY TRUST  
JOB DESCRIPTION**

<b>POST HOLDER</b>	<b>VACANT</b>
<b>TITLE OF POST</b>	<b>Caretaker</b>
<b>SALARY</b>	<b>Grade 7</b>
<b>LINE MANAGER</b>	<b>Assistant Head- Facilities</b>
<b>RESPONSIBLE FOR</b>	<b>None</b>

**Purpose of the post**

To ensure that the site and its buildings are able to operate on a day to day basis, including maintenance, security and safety. To report major defects and issues to the appropriate line manager. Working in accordance with the ethos of the Trust by positively interacting with all stakeholders.

**Key duties and responsibilities**

**Security & Buildings Operation**

- Open and close premises, facilities and grounds to meet the routine and non-routine requirements of the building's occupants.
- Carry out security and safety procedures for buildings, facilities and grounds, i.e. security inspections (lock/unlock doors, activate/deactivate automated alarm equipment), identify repairs, suspicious occurrences and liaise with relevant colleagues and third parties.
- Ensure all site facilities are open and ready for use (power, light, heating, cooling etc.)
- Carry out activities to ensure that reasonable access is possible in times of inclement weather.
- Patrol the grounds and deal with building issues that may arise.
- To attend call outs as required.

**Defect Repair and Site Tidiness**

- Maintain a high level of tidiness and cleanliness around the site, including weeding and litter picking, ensuring signage is in tact and any equipment is in the correct place.
- Oversight of identifying and collating defects and repairs that require attention and initiating action for their rectification.
- Carry out 'first aid' emergency repairs to ensure building security as the need arises.
- Within his/her competence carry out an individually specified range of repairs.
- Ensure adequate provision of bins, ensure that they are emptied into the waste containers ready for collection at the end of each day.
- Report any incidences of pests or vermin to the relevant person for it to be dealt with.

### **Customer and Contractor Care**

- Acting as a responsible adult role model for students and being a positive influence with regards to behaviour and attitude.
- Acting as an ambassador for the MAT as a first contact on a wide range of building users.
- Ensure that all enquiries and visitors to the premises are dealt with in a prompt, courteous and efficient manner, recognising the wide range of diverse needs and expectations.
- Direct and supervise any contractors on site, in carrying out their tasks.

### **Handling Goods/Equipment**

- To be responsible for ensuring that adequate supplies of cleaning materials are available. To order, receive and where relevant, cleaning materials and cleaning equipment.
- To organise and assist in the movement of furniture and fittings in support of cleaning and in relocating furniture and fittings to enable individually specified activities to take place during normal building hours as specified by the location manager and as required during periodic clean-downs.
- To move or assist in moving any items of furniture or equipment that requires it.

### **Maintenance Tasks**

- Carry out tasks such as painting and decorating as required in order to maintain a high standard of visual appearance.
- Carry out construction/removal of small furniture, fixtures and fittings as required.
- Carry out cleaning of any items or areas that are outside the remit of the cleaning team.

### **Health & Safety**

- Take reasonable care of the health and safety of self, other persons and resources whilst at work. Co-operate with management as far as is necessary to enable the responsibilities placed upon the MAT under the health and Safety at Work Act to be performed.
- Ensure equipment used by staff is validated and is in a safe and working condition and support the staff to undertake the same responsibility.
- To provide access to the school's first aid facilities, equipment and telephone.
- To monitor all relevant Health and Safety Standards aspects within the building as may apply under Health and Safety Legislation.
- To identify, during the course of normal duties, departures from the MAT's standards and report where necessary.

### **Fire and Evacuation**

- To ensure that the buildings fixed fire appliances are fitted, accessible and have not been damaged, and that safety measures/fittings are not being misused: liaising with the Authority's fire officers to rectify any deficiencies.
- Test fire systems in accordance with the MAT procedures.
- To comply with the building emergency procedures with respect to fire evacuation, bombs, lockdown etc.

### **Lettings**

- To undertake any lettings agreed with the Governing Body.

### **Additional Information**

- As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities toward safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.
- Carry out your duties with due regard to current and future schools procedures and legislation. These will be drawn to your attention in your appointment letter, your contract, induction, on-going performance development and through school communications.
- To undertake any such duties commensurate with the post as directed by the Co-Heads/Line Manager.
- The postholder is required to have a good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.