



Reports To: The Business Manager through the immediate day to day direction and supervision of the Site Manager.

Why	<p><b>Job Summary</b></p> <ul style="list-style-type: none"> <li>To maintain the security of the premises and its contents (including the operation of fire and burglar alarms and key holder responsibilities), lighting, heating and cleaning of premises (including the maintenance and operation of plant) and providing portorage and defined handyperson duties and other duties arising from the use of premises.</li> </ul>
What	<p><b>Main Responsibilities</b></p> <p>The Caretaker will support the Site Manager in maintaining the security of the premises and its contents (including the operation of fire and burglar alarms and keyholder responsibilities), lighting, heating and cleaning of premises (including the maintenance and operation of plant) and providing portorage and defined handyperson duties and other duties arising from the use of premises.</p> <p>General handyperson duties would include routine development and maintenance, minor redecoration, repairs and other tasks which would not normally require the services of an outside contractor.</p> <p>The Caretaker will be required to assist the Site Manager with the complete range of duties below:</p> <p><b>Site Security, Heating and Safety</b></p> <ul style="list-style-type: none"> <li>To maintain security of the premises together with its contents, attend to the Intruder Alarms where applicable, board up and make secure the building(s) following acts of vandalism.</li> <li>To attend to the heating of the premises and maintain the required temperatures, ensure boiler plant equipment is cleaned and maintained in accordance with the specification and report faults.</li> <li>To attend to the heating of the premises at weekends during the approved winter period ie 1st November - 30th April when necessary and as agreed.</li> <li>To be available to attend in cases of emergency outside the working week, e.g. intruders, fire and flood, etc in line with the Academy policy and procedures for emergency cover.</li> <li>To take reasonable care for the health and safety of themselves and others who may be affected by their activities and, where appropriate, to safeguard the health and safety of all persons under their control and guidance in accordance with the provision of Health and Safety legislation.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>To record all deliveries and maintain the required information, replace consumable items and ensure that adequate supplies are maintained to meet the needs of the establishment and the cleaning contractors.</li> <li>To attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings; to be available to attend evening lettings as agreed during the week and at other times by agreement.</li> <li>To give adequate supervision and directive advice to contractors including cleaning staff in order to maintain high standards of cleaning, security, maintenance and janitorial duties; to maintain the required records of timesheets, attendance records etc.</li> <li>To monitor the quality of cleaning of the site and to provide reports to the Principal/Deputy Chief Executive where cleaning is not up to standard.</li> <li>To provide and assist in dealing with matters concerning building maintenance, including internal decoration and basic plumbing and joinery work.</li> <li>To provide a range of "handy person" duties.</li> </ul> <p><b>Janitorial and Cleaning Provision</b></p> <ul style="list-style-type: none"> <li>To clean designated areas in the establishment and maintain high standards in these areas; maintain floor surfaces in accordance with the requirements of the Academy's cleaning/janitorial specification.</li> <li>To ensure that all exterior hard surfaces including artificial/turfed areas are kept in a clean, tidy and safe condition – including the emptying of litter baskets, the cleaning of drains and gulleys as required, and during the winter months, the salting, de-icing of hard surface areas and moving of snow to ensure access to the premises.</li> <li>To remove graffiti from internal and external surfaces immediately it is noticed.</li> <li>To assist with the cleaning of internal glass and windows where required.</li> <li>To clean, where applicable, overhead kitchen canopies and grease traps.</li> <li>To set out furniture, examination desks etc, as requested by the Principal.</li> <li>To carry out portorage duties as and when required by the Academy.</li> <li>Undertaking such other duties that are commensurate with the post as directed by the Site Manager, Business Manager or the Head of Establishment.</li> </ul> <p>Any other responsibilities deemed appropriate to the level of post</p>

How	<b>Competencies</b>	<b>Personal Attributes</b> (level expected when job is conducted to the required standard)	
	<b>Framework</b> <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i>	Demonstrates the Trust's ethos and adopts high standards of behaviour in their role	
		Know how to recognise potential child abuse or neglect and follow safeguarding procedures	
		Motivates others to take responsibility for their own Health & Safety	
		Participate effectively as a member of a team, fostering positive relationships	
		Where appropriate, utilise support staff effectively	
	<b>Development</b> <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Efficient and methodical, monitors and attends to detail; checks for errors	
		Undertake appropriate professional development to secure progress in your career	
	<b>Leading</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Developing practice ensures effective professional contribution across the department/academy	
		Developing supervision skills and provides informal leadership / direction	
		Consults at the start and as appropriate throughout the activity and within the team	
	<b>Task Management</b> <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Willing to accept responsibility for own activities and those of the team	
		Involved in setting tasks	
		Makes short term (daily, weekly) considered plans	
	<b>Communication</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Conscientious in adhering to deadlines and perseveres to achieve project tasks	
		Briefs immediate colleagues well, transferring knowledge as appropriate. Giving other opportunity to ask questions and check understanding	
	<b>Problem Solving/Decision Making</b> <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Presents information in a structured and logical way and uses a variety of communication techniques. Taking account of the needs of the audience	
		Reasons logically and focuses upon solving the problem. building upon previous experience	
		Initiates joint decision making within own team	
		Knows how to report, record and pass on information	
		Deals with 'task' problems within own team	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You may be required to travel to academies as necessary.
	Education, Qualifications and Experience (EQE)	<b>Essential:</b> Educated to GCSE level in English and mathematics Some knowledge of the main Health & Safety Regulations, and how they apply in a school environment Knowledge of building cleaning standards Experience of undertaking a range of caretaking and cleaning duties <b>Desirable:</b> Relevant maintenance/trade qualification	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.