

Job Description – Caretaker



Post title	Caretaker
Post holder	
Purpose	<ul style="list-style-type: none"> Responsible for the fabric and grounds of MEA Central (the Academy). Liaising daily with the Site Manager on caretaking issues and supervising the cleaners and the cleaning service of the Academy. Ensure the security of the Academy premises. Maintaining any machinery or plant within the Academy. Maintaining the internal and external fabric of the Academy's premises as a safe working environment.
Reporting to	Site Manager
Liaising with	Internal and external stakeholders
Contract type	<p>Full time, permanent Trust contract (35 hours per week).</p> <p>The shift patterns are 6am – 2pm and 11am – 7pm, ensuring that one of either the Site Manager or Caretaker is onsite at all times. During periods of annual leave, the Caretaker will be required to cover for the Site Manager. Shift patterns will be during the hours of 6am – 7pm and will be agreed with the Head of School for MEA Central.</p> <p>Holidays can be taken during term time, at the agreement of the Head of School for MEA Central and the Site Manager.</p>
Salary	NJC Scale Point: 17-21. Actual salary will be £17,772.

MAIN DUTIES	
Main duties	<p>Security</p> <ul style="list-style-type: none"> Act as a key holder for the Academy, and assist the Site Manager for responsibility for the security of the premises. Ensure that overall site security is maintained and that the buildings are available for authorised use. Carrying out security procedures for Academy buildings and grounds. Opening and closing of Academy premises, including gates, doors, windows, fire exits etc., for the purpose of Academy use, maintenance and emergency services. Visually check all firefighting equipment weekly and reports any defects to the Site Manager. Test fire bells and checks the operation of fire exit doors weekly. Check that all exit routes are free from obstruction. Liaising as necessary with the emergency services. Performing security duties at the Academy gate before/after school. <p>Internal Maintenance</p> <ul style="list-style-type: none"> Report all defects that require specialist repair, inspect electrical fittings and report defects as required. Carry out minor repairs such as replacing lamps and domestic fuses, repairing fixtures and fittings including desks, tables and chairs as appropriate.

- Regularly inspect plumbing and report/repair defects as appropriate, synchronise clocks, time switches etc., as required.
- Have knowledge of the location of all stopcocks and mains electricity power breakers.
- Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from Head of School or the Site Manager.
- Ensure an adequate cloakroom provision in respect of hand washing, hand drying and general toilet requirements.
- Responsible for the supply and availability of all hygiene materials.
- Remove graffiti as required by Head of School or the Site Manager.
- Exercise responsibility for the operation of the Academy heating system. Ensure that all plant and equipment operates at the maximum efficiency and economy, with special regards to energy conservation. The equipment should be regularly inspected to ensure it is clean and in a safe working condition. Faults should be immediately notified to the nominated subcontractor.
- Undertake a reasonable range of Handyperson type duties, as mutually agreed with the Site Manager and Head of School for MEA Central, with regard to the day-to-day maintenance of the establishment premises, fixtures & fittings, and furnishings.
- Assist the Site Manager in the purchasing of ancillary materials such as cleaning and repairs etc., whilst operating within the budgetary constraints of the Academy.
- Move items of furniture, with due regard to Trust Health and Safety procedures
- Attend appropriate training courses as required by Head of School or the Site Manager.
- Take delivery of stores, goods and equipment. Distribute as appropriate throughout the Academy.
- Set out and put away furniture for Academy events, and undertake general portering as required.

External Maintenance

- Responsible for the general tidiness and safety of the outside areas, i.e. the removal of litter and graffiti from paths and hard surfaces.
- Empty litter bins on a daily basis.
- Keep surface drains free of obstruction
- Clean and clear all drains and gullies to ensure effective and healthy operation.
- Inspect outside fabric of Academy, report/repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc. and report/repair defects as appropriate.
- Remove/obscure all graffiti, as required.
- Undertake designated gardening duties.
- Cleaning of area outside main entrance.
- Ensure pedestrian access is maintained in periods of severe weather conditions, i.e. treating main entrances and paths with salt/grit as appropriate.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt.
- 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 required by the Head of School or the Site Manager.

Health and Safety

- Regularly check both internally and externally for any potential danger to pupils, staff or visitors and report immediately to the Head of School or the Site Manager.
- Comply fully with all relevant legal requirements, codes of practice and regulations.
- Encourage staff to identify and report hazards so that they can all contribute towards improving safety within the Academy.
- To only engage contractors who are able to demonstrate due regard to health & safety matters.
- Act as a First Aider for the Academy.
- Ensuring premises, plant, equipment and school vehicles are maintained in a safe condition.

Cleaning

- Ensure the outside areas are cleaned and litter collected on a daily basis.
- Ensure all internal refuse is collected and recycled where appropriate or disposed of safely.
- Undertake emergency and other cleaning duties which may occur during the Academy day e.g. cleaning up hazardous substances such as chemicals, broken glass etc.

Emergencies

Deal with Academy emergencies such as:

- Deal with all bursts, leaks, floods, fires and breakages as appropriate.
- Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
- Ensure access for emergency services, assist as necessary and secure premises as required.
- Arrange call-outs with necessary contractor.
- Ensure access, where possible, in the event of snow, flooding or other emergencies.
- Coordination of an evacuation in accordance with Academy procedures.

Other duties

- Ensure that equipment involved in the maintenance of the premises is in a safe and proper working condition and is stored safely in accordance with Health and Safety guidelines.
- Responsible for carrying out clerical duties in relation to the job e.g. monitoring inspection forms for both cleaning and ground maintenance work time sheets, energy consumption returns, maintenance requests etc. and forwarding them to the appropriate organisation via the Site Manager.
- Ensure nominated sub-contractors are escorted to their place of work. Monitor the method & risk of their working procedures and ensures they are in possession and understand the “Contractors’ Site Safety Note”. Advise the Site Manager of any instances of non-compliance.
- Carry out lettings duties as required (with appropriate notice).
- Carry out other reasonable overtime requests.

	Additional specific responsibilities may be allocated on appointment on consideration of the strengths of the successful candidate and the needs of the Academy and the Trust.
Equality of Opportunity	<ul style="list-style-type: none"> As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> To treat all information acquired through employment, both formally and informally, in strict confidence. To be aware of the school's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
Professional Behaviour	<ul style="list-style-type: none"> To maintain a professional and polite approach when dealing with all external visitors, staff members, children and parents. To cooperate with the Trust and develop a good understanding on all issues to do with health, safety and welfare To maintain high standards of confidentiality, discretion, dress and professional behaviour.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> Any other duties as reasonably required by any leader of the school. Participate in the ongoing development, implementation and monitoring of the Academy Trust improvement plans. Attend regular meetings, Academy Trust and school events as required and make a positive contribution during meetings and such events
Personal development	<ul style="list-style-type: none"> To actively maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice. To participate in new initiatives and future changes in service delivery improvements to support the objectives of the Trust
Child Protection	<ul style="list-style-type: none"> Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.
Academy development	<ul style="list-style-type: none"> To support the Trust's aims and to carry out its policies. To support the Trust's implementation of all current statutory requirements.

Review and Amendment:

This job description is normally subject to annual review. It may be amended at the request of the Altius Trust or the CEO of the Altius Trust but only after full consultation between them. It will be signed if agreement is reached.

You are expected to carry out your duties with due regard to current and future Trust policies, procedures and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communications.