



# Quarrydale Academy

## Job Description

### **1. Title of Post**

Caretaker Grade 3

### **2. Name of Employee**

### **3. Salary**

Grade 3, spinal column points 14-18.  
Full Time, 37 hours per week, all year round.

### **4. Accountable and Responsible To:**

Responsible to the HR/H&S Manager through the Academy's Line Management structure.

### **5. Main Purpose of the Job**

Under the direction and instruction of Line Management, to undertake a range of caretaking duties to the agreed quality standards, including security, lettings, cleaning, portage and maintenance of the Academy site and premises, thereby ensuring a safe working environment

### **6. Responsible for the Following Key Tasks:**

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

#### **Key duties and responsibilities:**

1. Assisting with the security of the premises together with its contents. Attending to the intruder / fire alarms where applicable. Boarding up and making the buildings secure.
2. Unless otherwise directed by line management; to routinely work alternate am and pm shifts to cover site opening times (see separate document).
3. Under direction of line management attend to the heating of the premises so that the required temperatures are maintained.
4. Under direction of line management attend to the boiler plant equipment, ensuring that the areas are cleaned and maintained and faults reported
5. Regular, proactive cleaning of designated areas in the establishment including removing graffiti from internal & external surfaces
6. Carrying out portage duties as and when required
7. Carrying out minor repairs or works as identified by line management.
8. Regular, proactive emptying and cleaning of litter bins, cleaning of drains & gulleys, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises. Removal of waste to designated areas.
9. Under direction of line management ensure that all exterior hard surfaces including artificial/turfed areas are kept clean
10. Give adequate supervision and directive advice to cleaning staff where applicable

11. Attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings
12. In cases of emergency outside the working week e.g. intruders, fire, floods, etc be required to attend for such as required
13. Routine weekend lettings and security check of premises. 1 weekend in 4.
14. Under direction of line management cleaning of internal glass and windows
15. Regular, proactive attendance to the general maintenance of the Academy premises
16. Under direction of line management to carry furniture, tables and chairs, set up rooms for meetings, events and examinations
17. Regular, proactive clearance of garden debris and fallen leaves
18. Responsibility for being a key holder.
19. Liaison and supervision of contractors on site
20. Carrying out legionella monitoring, flushing during holiday periods.
21. Operate within the requirements of COSHH.
22. Under the direction of line management attend to items of Legionella, Asbestos, Fire Risk Assessment, Electrical and Gas compliance

**All staff:**

1. Comply with the requirements of Data Protection and other legislation specifically relating to personnel records.
2. Contribute towards the priorities identified in Academy Improvement Plan.
3. Initiate and manage relevant improvement processes to support the continuous development of staff and Academy.
4. To participate in appropriate staff meetings, training sessions, including INSET, where required governor committees and other meetings as identified by the Headteacher.
5. Seek win-win solutions.
6. Be a positive voice for the Academy in the community.

**Health and Safety:**

7. Comply with all statutory requirements in relation to Health & Safety and be aware of the Academy's Health & Safety policy.
8. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
9. Co-operate with the Academy on all issues to do with Healthy, Safety and Welfare.

**Continuing Professional Learning:**

10. Actively engage and seek opportunities to improve own professional learning.
11. Undertake professional development necessary as identified in Academy Improvement Plan, performance management reviews or as a result of developments.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature should be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Headteacher who may involve Governors.

## **7. Further Statement**

Employees are expected to maintain high standards of customer care, to uphold Academy policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous and provide a welcoming environment for visitors and telephone callers.

The Academy will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is effective from 1 January 2018. The contents have been agreed in consultation with the post-holder/s and the Academy.