

INVICTUS

Education Trust

CANDIDATE INFORMATION PACK



Learn with **us**, Work with **us**, Belong with **us**!

Job Description

JOB TITLE:	Caretaker
DEPARTMENT:	Rufford Primary School
GRADE:	Grade 5 points 7 – 11
REPORTING TO:	Office Manager
RESPONSIBLE FOR:	N/A
LIASING WITH:	CEO, Headteachers, Senior Leadership Team, Governors, teaching and professional services staff, outside agencies, and the Trust's central team

Main Purpose

The Caretaker is responsible for a wide range of duties and responsibilities, connected with the fabric and grounds of the school

Daily supervision of staff – Assistant Caretaker/Janitor & Cleaning Supervisor

Register as a Key Holder and be one of the points of contact in an emergency call out situation.

To undertake task as delegated from the Job Log System. Ensuring that the 'jobs' are completed in a timely manner and to a satisfactory standard.

To be able to work shift patterns, unsociable hours and working at weekends, if required

Main Duties

Portfolio

Internal Maintenance

- Ensure school premises are clean, litter and graffiti free and maintained to required specification
- Ensure that cleaning machinery and equipment is operational and report any defects
- Inspect electrical fittings and report all defects which require specialist repair
- Replace lamps and domestic fuses as required
- Regularly inspect plumbing and report/report defects as appropriate, synchronise clocks, time switches etc as required
- Undertake repairs to fixtures and fittings as appropriate and ensure the ordering and the delivery of materials to deal with the repairs



Mission

'Excellence every day,
unlimited ambition and
transforming lives'



Vision

'To create a community of inclusive schools where
people choose to learn with us, work with us
and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

- Arrange to clear blockages, remove foreign matter from sinks, toilets, drains etc and clear up any spillage
- Ensure litter bins and recycling bins are emptied when necessary
- Subject to safety regulations, redecoration of any area, as necessary
- Carry out work in order to improve the site as required by the Office Manager/Senior Leadership Team.

External Maintenance

- Maintain the general cleanliness and tidiness of all external areas
- Empty litter bins on a daily basis
- Clean and clear all drains and gullies to ensure effective and healthy operation
- Inspect outside fabric of the School, report/repair defects as appropriate. Inspect all fences, gates, walls, steps, lights etc.
- Inspect outside areas for dangerous materials and remove broken glass, syringes/needles, dead animals, excrement etc.
- Remove/obscure all graffiti
- Undertake designated gardening duties such as moving of school sport fields, weeding, pruning etc.
- Carry out required weekly maintenance of artificial sport pitches/courts following maintenance guidance and instruction.
- Carry out internal/external window cleaning where necessary
- To ensure clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. clearing leaves, snow, gritting etc.)
- Pruning and clearance to ensure unrestricted access and use of premises including Perimeter fencing
- Carry out grounds maintenance work in order to improve the site as required by the the Office Manager/Senior Leadership Team.

Health and Safety

- To comply with the requirements of Health and Safety and safer working practices and other relevant legislation and Trust Policies.
- To ensure Personal Protective Equipment (PPE) is used whenever there are risks to Health & Safety that cannot be adequately controlled in other ways.
- Ensure site areas involved with sickness are cleaned immediately and disinfected where appropriate.
- Support the Office Manager/Senior Leadership Team with Portable Appliance Testing.
- Working at high level e.g. Gymnasium, School Hall, Stairwells, External Lighting etc., must be undertaken using 'safe systems of work'.
- Assist the Office Manager/Senior Leadership Team with Fire Safety compliance, weekly fire alarm testing, operate and respond to alarm systems where appropriate, supporting the school with the management of fire evacuations, and the implementation and ongoing assessment of fire safety practices/processes/procedures.



Mission

'Excellence every day,
unlimited ambition and
transforming lives'



Vision

'To create a community of inclusive schools where
people choose to learn with us, work with us
and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

Site Security & Associated Duties

- Carry out security procedures for the school buildings and grounds, setting and un-setting of intruder alarms. You may be called out at weekends/unsociable hours to deal with security problems if the Office Manager/Senior Leadership Team is not available or it falls on your shift pattern.
- Responsible for the opening and closing of school premises, including gates, doors, window, fire exits etc. for the purpose of school use, including activities outside of normal school hours such as lettings, functions, contractors, emergency services etc.
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
- Liaise as necessary with the emergency services.
- Report acts of vandalism to the Office Manager/Senior Leadership Team as necessary.
- Perform security duties at the school gate before/after school
- Ensure that all keys for the school premises are kept secure at all times
- Ensure that all CCTV cameras are functioning correctly and report any issues to the Office Manager/Senior Leadership Team.
- Ensure security alarms systems are fully functional and report any issues to the Office Manager/Senior Leadership Team.
- Prevent trespass on the school premises and grounds, and ensuring unauthorised parking of vehicles does not occur.
- Challenging visitors, temporary staff or intruders not wearing identification.

Lettings

- Comply with instructions received from the Office Manager/Senior Leadership Team concerning letting procedures and carrying out as per lettings agreement.
- Where requested by the Office Manager/Senior Leadership Team be on site to assist with lettings.
- Carry out as required by Office Manager/Senior Leadership Team any necessary cleaning of areas within the letting agreement.

Heating

- Operating the heating plant in accordance with the Office Manager/Senior Leadership Team.
- instructions and endeavouring to ensure the required temperatures are maintained in school premises, and that an adequate supply of hot water is available.
- Maintaining the boiler houses and plant in a clean and tidy order and ensuring clear access to all service isolators (Gas, Electricity & Water)
- Ensuring that flammable materials are kept out of the boiler room and away from heat sources
- Replacing light bulbs/tubes/starters as necessary, and report any defects in the heating or lighting systems to the Office Manager/Senior Leadership Team immediately
- Where required take readings of oil, electricity, gas and water metres on a weekly basis.



Mission

'Excellence every day,
unlimited ambition and
transforming lives'



Vision

'To create a community of inclusive schools where
people choose to learn with us, work with us
and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

Storekeeping

- Taking deliveries of stores, materials, cleaning products and other goods and safely storing them
- Maintaining the Caretakers facilities in a clean and tidy manner, with all tools and materials located in an orderly fashion ready for immediate use
- To monitor stock levels of consumable items such as grit, paint, toiletries, light bulbs/tubes etc and arrange to replenish supplies in accordance with current procedures.

School Transport

- Provide Mini Bus transportation for students and staff as approved by the Office Manager/Senior Leadership Team.
- Ensure the Mini Bus is clean, fuelled and ready for use
- Ensure school mini bus maintenance/repairs and MOT are actioned as and when required

Moving Furniture

- Move such items of school furniture as required, with due regard to current Health & Safety and Lifting & Handling Regulations

Emergencies

- To report emergencies in the case of faults with gas electric and water supply to the Office Manager/Senior Leadership Team.
- Carry out the necessary procedures in the event of fire, flood, breaking and entering, accident or major damage
- Know the location of first aid equipment and firefighting equipment within the school
- Effect emergency repairs to the fabric of the building in order to make safe e.g. broken windows, locks, doors etc.
- Ensure access for emergency services, assist as necessary and secure premises as required

Deliveries/Post

- Take delivery of post, materials and other goods.
- Unpack and store/distribute post/stock as required.

Other

- Any reasonable task as directed by the Office Manager/Senior Leadership Team.
Any tasks which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need
- Communicate with parents/carers and outside agencies where appropriate

Staffing and Resources

- Positively engage in appraisal reviews as directed by the Office Manager
- As directed by the Headteacher, respond to developments and initiatives at national, regional and local levels.
- Contribute to the recruitment and induction of new staff
- Promote teamwork and effective working practice



Mission

'Excellence every day,
unlimited ambition and
transforming lives'



Vision

'To create a community of inclusive schools where
people choose to learn with us, work with us
and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

Other Professional Requirements

- Establish and maintain regular communication in the Trust
- Communicate with parents/carers and outside agencies where appropriate
- Attend professional meetings as required
- Be responsible for personal professional development and to keep up to date with initiatives that impact on the Trust
- Attend Governance meetings as and when required
- Actively engage in the Trust's appraisal process
- Take part in the Trust's staff development programme
- Attend and contribute to meetings
- Work as a part of a team and positively contribute to effective working relationships
- Take part in Trust events as directed by the CEO

Other Specific Duties

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.

Support For the Trust

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

Safeguarding Requirements

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn.



Mission

'Excellence every day,
unlimited ambition and
transforming lives'



Vision

'To create a community of inclusive schools where
people choose to learn with us, work with us
and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2024](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>



Mission

'Excellence every day,
unlimited ambition and
transforming lives'



Vision

'To create a community of inclusive schools where
people choose to learn with us, work with us
and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Qualifications in either plumbing, electrics, decorating, carpentry or relevant experience</p> <p>Qualifications in property maintenance or facilities services or relevant experience</p> <p>Full / clean drivers' licence with the ability to drive a minibus</p>	<p>NVQ Level 3 or equivalent</p> <p>DI drivers licence category on licence</p>
EXPERIENCE		Previous experience of working on a school site including repairs and maintenance
SKILLS AND KNOWLEDGE	<p>Plans communication effectively and acts as a role model in providing open, honest communication and feedback.</p> <p>Demonstrates focused implementation of role and responsibilities. Is accountable for own development.</p> <p>Ability to manage crisis situations and multi-tasking</p> <p>Possess a flexible and adaptable approach to working patterns and job tasks</p> <p>Possess a wide range of practical and DIY skills, use of a variety of power tools</p> <p>An understanding of building structures, maintenance, asbestos and legionnaire issues</p> <p>Observe safe working practices in carrying out the required duties</p>	
PERSONAL QUALITIES	<p>Team player, personable, emotionally intelligent with a sense of humour</p> <p>Understanding and respectful for confidentiality in relation to all issues connected with this role</p> <p>To be reliable, punctual and have excellent attendance</p> <p>To be physically fit</p>	



Mission

'Excellence every day, unlimited ambition and transforming lives'



Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships

	<p>Demonstrates focused implementation of role and responsibilities. Is accountable for own development.</p> <p>Plans communication effectively and acts as a role model in providing open, honest communication and feedback.</p>	
FLEXIBILITY	<p>To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust</p> <p>To have a flexible approach to working hours.</p>	

This job description/person specification may be amended at any time in consultation with the postholder.



Mission

'Excellence every day, unlimited ambition and transforming lives'



Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



Values

- Respect
- Resilience
- Relationships