



WE ARE ASTREA

Caretaker

ASTREA ACADEMY SHEFFIELD PART OF ASTREA ACADEMY TRUST

APPLICANT BRIEF





O PEN LETTER FROM OUR PRINCIPAL, EMMA GLOVER

Dear Candidate,

We are delighted that you are interested in applying for this role at Astrea Academy Sheffield. This is a rare and unique opportunity to join us on our journey. We first opened our doors in September 2018 and are growing year on year. We are now looking for the next phase of exceptional professionals to join the team, particularly to strengthen our future sixth form offer.



It is key to understand the context of our academy. We are a city centre school, where we serve the local community of Burngreave. 52% of our scholars are disadvantaged, with 49% currently receiving Free School Meals. Scholars with SEN represent 21% of the cohort. The catchment area of the academy is within the 2.5% most deprived areas within the country. This is why we do what we do. Our vision is to provide an exceptional, knowledge-rich educational experience, which ensures all scholars succeed.

Since opening, we have grown rapidly each year, from under 200 scholars in the first year to now over 800. We are delighted to say we are the secondary school of choice in the area and we were significantly oversubscribed again for September 2021!

Our ground breaking campus is truly breath-taking. With the combination of a Grade II listed Primary Phase building and a brand new Secondary Phase building, there is a real physical heritage to our new school. With an investment in excess of £25 million, our facilities are cutting edge, including science and technology laboratories, modern classrooms, a 300-seat hall, 4G pitch, an underground sports hall, outside Amphitheatre and forest school learning area (to name a few). Our location is at the heart of a new learning community which will continue to grow as we forge these ever essential relationships with families and businesses in the area.

All staff and scholars live by our values:

- ★ ★ Scholarship – to be committed to advanced academic work
- ★ ★ Respect – to be kind, considerate and follow the rules
- ★ ★ Responsibility – to do what is morally right and make sensible decisions
- ★ ★ Curiosity - to be eager to learn and know more
- ★ ★ Tenacity – to be very determined and not to give up easily

This is a truly unique and once in a life time opportunity and we are seeking **exceptional** individuals who are able to offer the absolute best to enhance the life chances of scholars at Astrea Academy Sheffield.

We look forward to meeting you.

Yours sincerely,

Emma Glover
Principal



JOB DESCRIPTION

SALARY	SCC Grade 4 – Scale Point 7-12 (£20,444 - £22,571)
CONTRACT TYPE	Permanent
WORKING PATTERN	37 hours, 52 weeks

Purpose

To oversee the maintenance of the school buildings and grounds. The role will include general repairs and gardening as well as working with the Site Manager & Operations Manager to ensure all appliances and all areas of the building are maintained in line with legal requirements including fire safety and Legionella risk assessments.

The duties listed below are not exhaustive and other similar duties commensurate with grade and responsibilities may be undertaken and are not excluded simply because they are not itemised.

Please note the successful candidate will be required to work shifts between 6:30am and 7:30pm.

Main Duties and Responsibilities:

Security of premises

- ★ To act as a primary key holder.
- ★ Responsible for an effective level of security of buildings and grounds. Liaise with security services and deal with alarm systems as appropriate.
- ★ Maintain high level of security in rooms/areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas and electrical isolators (fuse boards/circuit breakers).
- ★ Lock/unlock premises and check for vandalism/break-ins.
- ★ Liaise with emergency services (e.g. Police, Fire Brigade, Education Officers) in cases of break-ins, fires etc.
- ★ Switch on/off intruder alarms, internal and external lights as necessary. Adjust time clocks when necessary.
- ★ Make rooms and premises temporarily secure after break-ins or vandalism. Report incidents to the School Business Manager, Principal, Line Manager and/or Estates Team. Board up if possible. Remove loose or fragmented glass. Tidy up immediate vicinity.
- ★ Check operation of fire alarms, extinguisher (visual check) & emergency lights on a regular basis.
- ★ Make safe gas, water and electric power when locking up.

Cleaning tasks

- ★ Oversee the day to day cleaning of a designated area of the building and site in conjunction with the relevant agreement.
- ★ To undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas.
- ★ Responsible for the periodic stripping and resealing of hard surface floors.
- ★ Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litterbins, including a daily check for litter and graffiti. Remove all litter and leaves from Hard/Soft ground areas related to the site.
- ★ Remove graffiti from internal and/or external walls, windows etc., using appropriate cleaning equipment and materials.
- ★ Monitor and provide reports on cleaning standards and follow up.
- ★ Basic maintenance of school caretaking/cleaning equipment and ensure safe storage. Report faults as necessary.
- ★ Transport refuse to bin/skip areas from agreed collection points.
- ★ Mop up and remove spillage, floods, vomit, and obnoxious waste in line with agreed procedures.
- ★ Inspect after workmen, report any major problem to the School Business Manager or bring room up to required standard.



- ★ Clear snow off main paths & steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
- ★ To clean high/walls/internal windows.

General duties

- ★ Provide induction training and continual guidance to familiarise campus staff (where applicable) with agreed procedures and working practices.
- ★ To impart special skills and knowledge to other colleagues as appropriate.
- ★ Carry out portering duties as required including receipt of goods and supplies.
- ★ Maintain close working relationship with School Business Manager, staff and liaise with establishment users as necessary.
- ★ Regularly check, unblock, and clean drains, manholes and gullies.
- ★ Set out/put away furniture and equipment for functions, meetings and exams.
- ★ Arrange temporary signs in car parks and buildings as necessary.
- ★ Deal with lost property in accordance with agreed procedure.
- ★ Remove weeds from paths, steps and playground/yard edges.

Administration

- ★ Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment.
- ★ Ensure all statutory compliance paperwork and folders are available and up to date. All inspections should be passed.
- ★ Collect or buy goods as required for the efficient completion of any caretaking or maintenance job.
- ★ Certification, completion of necessary time sheets, letting sheets, sickness absence records/holiday records and events diary.
- ★ Ensure adequate provision of materials and equipment, including issue of paper towels, toilet rolls, soap etc. Maintain effective stock control.
- ★ Contribute to the effective management and administration of defined budget headings e.g. Maintenance, Grounds Maintenance, Cleaning and Utilities for the school site.
- ★ Assist with the development of school lettings programme. Liaise with relevant Education Officers and Council Agencies as necessary.
- ★ Responsible for obtaining equipment and supplies and ensuring sufficient and proper use of fuel, materials and equipment provided in relation to the job of caretaking and cleaning.
- ★ To coordinate & provide sickness/absence cover for members of the campus team, where required.

Maintenance

- ★ To monitor all contractor's personnel on site and ensure that work is satisfactorily completed.
- ★ Accompany contractor's on & off site as necessary.
- ★ Maintain and refer to the Log Book for maintenance jobs to be undertaken.
- ★ To identify and report any repairs, maintenance or replacements that require rectification.
- ★ Initiate work orders for repair and liaise with staff from other departments and outside contractors, obtain estimates if necessary.
- ★ To carry out maintenance work following appropriate training.
- ★ To ensure that arrangements for the maintenance, repairs and modifications are effected as quickly as possible.
- ★ To install, maintain or repair, jobs relative to the fabric, fixtures and fittings of the building, equipment and furniture.

General maintenance of building

- ★ Plumbing
- ★ Joinery
- ★ Painting/Decorating
- ★ Plastering to small areas
- ★ Reglazing to ground floor level
- ★ Electrical i.e. make safe broken light switch/sockets/ plugs



- ★ Tape over or isolate from further use. Report repair at earliest opportunity
- ★ Gas Leaks - isolate, turn off gas supply Report repair at earliest opportunity
- ★ Others as necessary within the capabilities of the post holder
- ★ Clean lights and light fittings
- ★ Check and replace faulty lights, tubes and starters on a regular basis. Fit or change electrical plug head if competent. Check fuses and replace with manufacturers recommended fuse.
- ★ Fuse Boards, where power failure to electrical appliance or faults have caused main fuses to break the circuit. Fuses may be checked if competent. DO NOT CARRY OUT ANY REPAIRS TO FUSE BOARDS
- ★ Ensure power supply is switched off when working on any appliance
- ★ Minor electrical repairs to be carried out by competent person unless appropriate training has been received
- ★ If in doubt, switch off power and report repairs/problems to School Business Manager/Emergency Services at the earliest opportunity

General duties

- ★ Ensure good working practice and encourage energy conservation measures are implemented and adhered to wherever possible to prevent waste.
- ★ Ensure boiler room heating plant and all associated equipment is inspected and maintained in accordance with all laid down procedures and liaise with appropriate agencies for maintaining temperatures.
- ★ Check room temperatures daily during cold weather to maintain appropriate temperatures. Adjust thermostats, bleed radiators as necessary.
- ★ Make changes to the BMS as required.
- ★ Daily check of water temperatures and calorifiers.
- ★ Daily check of boiler temperatures and shut down procedures.
- ★ Clean out boiler houses/rooms and gas warm air heating cupboards.
- ★ Replace filters on AHU units at least once per year.
- ★ Switch on/off electric fans and portable/fixed gas heaters.
- ★ Check and maintain boilers, update, maintenance repair book.
- ★ Check/reset programmes/timers as necessary to take into seasonal variations and heating requirements.
- ★ Ensure all boilers houses and tanks rooms are secured at all times except when authorised personnel requires access/egress as necessary.
- ★ Regular visual check of sump pumps and test operation of pump. Remove any debris/blockage from sump (monthly).
- ★ Additional specific duties

Gas Fired Systems

- ★ Check boilers are not locked out'. Relight boilers if possible. Report any faults as necessary.

Driving duties (full training to be provided)

- ★ To drive school minibus where necessary to transport equipment, staff or pupils and return them to school.
- ★ Carry out weekly vehicle maintenance checks i.e. oil, brakes, water, tyre pressures, etc.
- ★ Ensure minibus is kept in a clean and orderly condition.
- ★ To fuel minibus as required
- ★ To deliver minibus for servicing and repairs.
- ★ To collect goods as required.

Ground maintenance duties

- ★ Weeding of flower beds, tubs, and prestige areas.
- ★ Weeding of shrub beds. Prune shrubs using appropriate equipment.
- ★ Grass cutting to small areas of grass, i.e. frontage of school or prestige areas.
N.B. Ensure relevant advice is sought from Health and Safety section if considering use of mechanical/electrical appliances.



PERSON SPECIFICATION

EXPERIENCE

- ★ Minimum of 2 years' relevant experience in a similar role
- ★ Experience of working within an educational setting would be beneficial.

EDUCATION & QUALIFICATIONS

- ★ Educated to GCSE standard – English & Maths grade C or above (or equivalent)
- ★ Recognised qualification/substantial experience within a suitable trade, for example joinery or plumbing.
- ★ Evidence of recent professional development.

SKILLS & KNOWLEDGE

- ★ Knowledge of building maintenance and Health & Safety
- ★ Ability to create / complete suitable risk assessments
- ★ Excellent communication and interpersonal skills
- ★ Demonstrate personal and professional integrity, including modelling Astrea values and vision
- ★ Good IT Skills and ability to learn new systems
- ★ Demonstrate a commitment to own professional development and a willingness to learn
- ★ To effectively and efficiently record key information
- ★ Ability to multi-task

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing recruitment@astreaacademytrust.org