

## JOB PROFILE

|                               |   |
|-------------------------------|---|
| <b>Job title:</b>             | Site Operative/Caretaker  |
| <b>Responsible to:</b>        | Site Manager  |
| <b>Salary / Grade:</b>        | Grade 2 – Points 4 – 7<br>£18,426.00 -£19,554.00 per annum  |
| <b>Working hours / weeks:</b> | 37 hours per week, year-round<br>5-week rotation including earlies, late shifts and weekend work, as instructed by the Site Manager. (between 07:00 to 19:00) |
| <b>Core purpose:</b>          | To provide caretaking, security, maintenance and minor repair work to the whole site.   |

### Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust and the school.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

### Key responsibilities:

#### Caretaker

- To be a keyholder and assist with site security as required
- To use IT skills to support when needed with the building control systems.
- To use trade skill/qualification as and when required.
- Minor repairs to doors, locks, fencing, furniture, carpets, walls etc.
- Installing display boards, shelving, fencing, assembling furniture
- To assist in regularly checking the proper operation and function of all alarms and fire equipment and ensure emergency exits are not obstructed
- To assist in the operation of emergency services, including calling out emergency services as required
- The implementation of school security arrangements as necessary
- To report acts of vandalism and illegal entry to the site to the Site Manager as necessary
- To take delivery of post, stores materials and other goods, unpacking, storing and delivering to various areas of the site as directed
- Assisting with setting up events and examinations before, during and after the school day
- General portorage
- To take outgoing post to the Post Office
- To assist in keeping the site clean/litter free and snow clearing when necessary.
- To assist the site manager with the health and safety checks as required such as Legionella

and fire systems including sprinkler systems.

- To move school furniture as required with due regard to current Health & Safety and Lifting and Handling regulations, following Manual Handling training, including setting up for assemblies and examinations.
- To work occasionally at weekends, evenings and during the school holidays to provide absence cover (this will be either as paid overtime or time off in lieu agreed with the Line Manager if the work exceeds the 37-hour allocated weekly to this post).

To carry out any other reasonable duties commensurate with the grading and level of responsibility of the job.

#### **Call outs**

- After an initial training period of six months the operative will be on the 'call out' list should any problems occur on site when the school is closed. Additional hours worked to be claimed through the submission of time sheets.

#### **Notes:**

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

#### **Core Values:**

|                          |   |
|--------------------------|---|
| Respect for individuals: | We work together to create a culture based on trust, respect and dignity.   |
| Integrity:               | We are open, honest and direct in our dealings.   |
| Collaboration:           | We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives. |
| Continual improvement:   | We are a learning organisation that strives always to 'make our best better'.   |
| Accountability:          | We hold ourselves accountable and take ownership.   |

## PERSON SPECIFICATION

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| <b>Role:</b> Site Operative        |  | E/D | A | I |
|------------------------------------|--|-----|---|---|
| <b>Experience</b>                  |  |     |   |   |
| 1                                  | Experience in any of the following trades: caretaking, plumbing, building maintenance, carpentry, masonry or painting/decorating | E   | ✓ | ✓ |
| 2                                  | Has experience of vehicle maintenance  | E   | ✓ | ✓ |
| 3                                  | Has experience of providing support for different stakeholders   | D   | ✓ | ✓ |
| 4                                  | Has experience of transporting children and/or young adults  | D   | ✓ | ✓ |
| <b>Knowledge and understanding</b> |  |     |   |   |
| 5                                  | Knowledge of BMS   | D   | ✓ | ✓ |
| <b>Skills and abilities</b>        |  |     |   |   |
| 7                                  | Is able to work independently and autonomously   | E   |   | ✓ |
| 8                                  | Is able to prioritise own work to meet deadlines   | E   |   | ✓ |
| 9                                  | Is numerate, literate and has sound basic ICT skills   | E   | ✓ | ✓ |
| 10                                 | Has the ability to liaise with and communicate with a range of different stakeholders in different ways                          | E   | ✓ | ✓ |
| 11                                 | Well organised   | E   |   | ✓ |
| <b>Personal attributes</b>         |  |     |   |   |
| 12                                 | Can demonstrate the ability to work well as a team member and independently  | E   | ✓ |   |
| 13                                 | Enjoys the company of young people and others typical of those one would expect in a school                                      | E   |   | ✓ |
| 14                                 | Gets on well with children and adults  | E   |   | ✓ |
| <b>Other</b>                       |  |     |   |   |
| 15                                 | A commitment to uphold and promote equality of opportunity   | E   |   | ✓ |
| 16                                 | Demonstrates an understanding of Safeguarding issues relevant to the post  | E   |   | ✓ |

**KEY:** ✓

|          |                              |
|----------|------------------------------|
| <b>E</b> | Essential                    |
| <b>D</b> | Desirable                    |
| <b>A</b> | Assessed by Application Form |
| <b>I</b> | Assessed by Interview        |

**Date:** September 2019