

**Caretaker**

**Job Description**

**Post:** Caretaker

**Pay:** Scale Point 12 – 15

**Hours / Weeks:** 36 hours per week, 52 weeks per year

**Actual Salary:** £18,375 - £18,936 per annum

**Responsibilities**

To assist the Premises Manager in the smooth running of the Archer Academy by carrying out a range of caretaking duties. These will include the security and supervision of the site and related equipment, porterage, cleaning and maintenance in order to ensure that the school provides a clean, safe and secure environment for its staff, students and visitors.

To understand Health and Safety Policies and ensure that all duties are carried out with due diligence to health and safety procedures.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Duties and Responsibilities**

1. To ensure that the buildings and site are left in a secure situation, which includes locking/unlocking of school gates and external and internal doors and closing windows.
2. To act as a key holder, carrying out security procedures for the buildings and grounds and responding to alarm calls outside normal working hours.
3. Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
4. To alert the Premises Manager of any risk to a breach of security.
5. To check the site for hazards, damages and intruders.
6. To ensure that lighting is kept in good working order and to replace defective/inoperative light bulbs and tubes as appropriate.
7. To report to the Premises Manager any need for repair work or alteration to electrical systems as appropriate.
8. To assist the Premises Manager in carrying out minor maintenance work and repairs that do not require the employment of a contractor, such as plumbing – e.g. repairing a leaking pipe, plumbing in a new tap, replacing washer.
9. To assist the Premises Manager in carrying out decoration of corridors and classrooms that do not require the employment of a contractor e.g. painting, plastering work such as repairing cracked or broken plaster, making good damaged walls.
10. To liaise with the Premises Manager on a regular basis regarding caretaking requirements and duties/problems/ developments in the school.

**Cleaning Duties**

1. To undertake any ad-hoc cleaning tasks as required, for example toilets or cleaning of desks.
2. To keep the Premises Manager informed if cleaning standards have not been achieved by the school’s cleaning contractor.
3. To notify the Premises Manager if stocks of cleaning materials required by the school are running low.
4. To re-stock towels, soap and toilet paper.
5. To be responsible for the removal of simple toilet blockages.
6. Clean floors and/or furnishings after any sickness or spillages have occurred during the post holder’s working hours.

**Portering**

1. To assist in ensuring an efficient service, including receipt, transporting and storage of goods that have been delivered to the sites.
2. To undertake the movement of furniture and equipment on a regular basis, to set up the halls, classrooms and grounds for specific needs such as assemblies, parent meetings. To undertake any other lifting tasks required by the school.
3. To move items between sites.

**Lettings**

1. Prepare the school premises for out of school lettings, ensuring that the school is providing a safe environment.
2. Liaise with the external lettings company and be aware of all lettings taking place.

**Grounds maintenance**

1. To undertake grounds maintenance tasks as directed by the Premises Manager.
2. To ensure that playgrounds, paths and driveways are kept clean, free of litter and obstacles and are swept regularly
3. Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations;
4. Undertake salting and snow and ice clearing as directed by the Premises Manager.
5. To regularly empty and dispose of rubbish from external bins.
6. To manage the recycling and refuse collections.

**Health and Safety**

1. Deal with the results of vandalism, advising the Caretaker of any necessary preventative measures or repair work.
2. Remove graffiti where possible from all areas, windows and other surfaces as required.
3. To undertake general supervision of the playgrounds, open areas and neighbouring streets surrounding the premises to maintain good relations with our neighbours.
4. In the absence of the Premises Manager, to assist contractors as appropriate.
5. At all times to carry out duties in accordance with school-based policies and Health and Safety procedures.

**Other**

1. To maintain all logs and appropriate records as directed by the Premises Manager.
2. To be able to plan own workload.
3. To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
4. The duties may be varied by the Headteacher, Business Manager or Premises Manager to meet changed circumstances in a manner compatible with the post held.
5. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Premises Manager.
6. To comply with individual responsibilities regarding Health and Safety in the workplace.
7. Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.
8. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

**Review Arrangements**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time

If, after reading the enclosed information, you would like to apply, please complete the application form which can be found at [www.thearcheracademy.org.uk](http://www.thearcheracademy.org.uk) within the “Join us tab” or download from this site.

Please submit your application by email to, Karen Neville, HR & Compliance Manager, at recruitment@thearcheracademy.org.uk.

***Deadline for application: Midday on Monday 26th June 2017***

***Interview date: W/c 3rd July 2017***

This is undoubtedly an exciting time to join the Archer Academy. We very much look forward to hearing from you and thank you for your interest in our school.

**Person Specification**

**Caretaker**

# **Knowledge, Skills, Abilities and Qualities**

1. Ability to work as part of a team and to form good relationships with other colleagues in the premises team, teaching staff, students and the wider community.
2. Ability to carry out repairs and security duties as identified in job description.
3. Ability to maintain confidentiality over matters relating to the school, students, staff and parents.
4. Ability to work with minimal supervision and to deadlines and to be able to plan own workload.

1. To be able to communicate effectively both orally and in writing but candidates with learning difficulties will be considered and given support.
2. Understanding of how Health and Safety regulations apply to the school.
3. Ability to drive, and willingness to drive the school’s minibus, would be an advantage but is not a requirement.
4. Physically able to undertake lifting, movement of furniture and resources using the appropriate equipment.
5. Willing to work within core hours of 7am to 6pm on a shift basis shared with other members of the site management team. Extra hours, including occasional weekend working, will be paid.
6. Willingness to work at either of the school’s sites and occasional lone working.

# **Experience**

1. You will ideally have gained basic qualifications in plumbing, electrical, carpentry, plastering, decorating or other relevant building trade.
2. You will ideally have had at least one year’s experience of working alongside a relevant tradesperson, or as a member of a school’s caretaking team.