



David Ross Education Trust
Broadening Horizons

JOB DESCRIPTION

Job Title:

Caretaker

Location:

Lodge Park Academy

Job Purpose:

This is a key role within a DRET Academy to ensure that there is a safe and legal environment for all students, staff and visitors. The post holder will be primarily responsible for Site Management, Contractor Control, Statutory Testing, Health & Safety Management, Building Maintenance and Security and Asset Management. The post holder will work closely with the Principal and Senior Leadership Team to ensure a well maintained learning environment for our students.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Site Supervisor/Operations Manager

KEY RESPONSIBILITIES

MAIN RESPONSIBILITIES

To be responsible for all aspects of Site Management including a wide range of duties and responsibilities connected with the fabric and grounds of the Academy. This includes Security, Cleaning, monitoring Contracts and Contractors, Planned Maintenance (PPM) and minor repairs and refurbishments. You will advise the Academy Principal and Core Facilities & Estates teams on suggested improvements to the Academy environment; enhancing the productivity and efficiency of Site Management by balancing both risk levels and budgets.

Facilities Management:

- To provide advice on long and short term maintenance requirements to support a cost effective maintenance program which reduces risk.
- To work with the Site Supervisor (where applicable) and Core Facilities & Estates teams to arrange quotations; striving to achieve high quality, value for money services.
- To be responsible for regular, pro-active maintenance checks (including statutory/PPM) and initiating any required follow-up actions as appropriate.
- To select and appoint approved Contractors for reactive and planned maintenance tasks in areas such as heating, lighting and plumbing, ensuring the Trust's procedures are adhered to at all times.
- To be responsible for monitoring contractors working on site and ensuring work is completed to the required standard and value for money is achieved.
- To be responsible for the regular testing of all building systems such as Heating, Cooling, Lighting and Security & Safety.
- To liaise with all Academy staff on premises related issues, ensuring they are resolved in a timely and cost effective manner.
- To undertake repairs and maintenance projects as directed by the Academy Principal and Core Facilities & Estates teams.
- To implement appropriate monitoring procedures to ensure that the Academy is kept clean, safe and in a good state of repair and that all necessary sundry materials are regularly replenished.
- To ensure that all tools and cleaning products are stored correctly and are not accessible by students and that hygiene standards and regulations are adhered to at all times.
- To prepare facilities for events, including special requirements, and respond to enquiries from visitors, including Lettings Agencies, to the Academy.
- To participate in a standby rota for out of hours cover.
- To receive, check and distribute deliveries.
- To carry out daily litter picking, sweeping and checks around the Academy premises to ensure the grounds are clean, tidy and free from debris.

Security:

- To be responsible for ensuring the security of Academy buildings at all times.
- To act as a designated key holder, providing out of hours and emergency access to the academy site on a Rota basis or as required.

Health & Safety:

- To be responsible for regular scheduled Health and Safety checks of buildings, grounds, safety systems (including compliance with Fire Safety & Legionella regulations) and equipment. To ensure the completion and regular review of the Premises records.
- To undertake written Risk Assessments in response to issues raised and be able to recommend appropriate courses of action.
- To attend and chair regular Health and Safety Meetings; advising the Academy Principal as appropriate.
- To have an understanding of COSHH requirements and monitor adherence.

Administration:

- To raising Purchase Orders using the DRET Finance System, in line with the Trusts procurement policy and procedures.
- To coordinate the purchasing of all premises related equipment and supplies within pre-agreed budgets.
- To communicate effectively with internal and external stakeholders verbally and via e-mail at all times.
- To control and monitor the online Asset Management System and Site Helpdesk, ensuring that the system is kept up to date and tickets are responded to in an efficient and timely manner.
- To work the Core Facilities & Estates teams to create detailed and effective PPM and minor reactive work plans.
- To maintain the Premises records.
- To assist the Core Facilities & Estates teams with projects and tenders as required.

SUPPORT FOR THE ACADEMY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the Academy.
- Appreciate and support the role of other professionals.
- Participate in training and development, and performance reviews as required,
- To support the Academy in order to manage the varying demands and deadlines within our busy Academy.

OTHER DUTIES

- To act as the first point of contact for all contractors and visitors to site.
- To cascade information to Academy Principals and Senior Leadership Teams as appropriate.
- To work alongside the broader Estates, Facilities & Operations teams to ensure operational cover is maintained.

- To provide ad-hoc support to the Core Facilities & Estates teams as required.
- To undertake any other duties commensurate with this role as required.
- The occasional flexibility to travel to other DRET Academies.

To safeguard the integrity of all Trust data by ensuring the accurate input and audit, as required, of information being inputted to DRET systems.

QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT.

ESSENTIAL:

- Educated to GCSE level.

PERSONAL QUALITIES

ESSENTIAL:

- Knowledge and expertise in minor maintenance and repair
- Basic computer skills
- Knowledge of bespoke lettings software
- Competent in the exchange of information with academy staff and external stakeholders.
- Meet customers' requirements as part of customer care for lettings.
- Experience in dealing with regular system inspections such as heating and security; and the organisation of emergency repairs or decisions on planned maintenance.
- Stock control of designated equipment and materials equipment and to undertake general portorage duties.
- Requirement to undertake tasks both indoors and outdoors which may include cleaning, minor repairs in toilet areas, dealing with spillages, waste collection etc.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable
Skills and Knowledge		
<ul style="list-style-type: none"> Able to show evidence of the use of technology. 	✓	
Personal Qualities		
<ul style="list-style-type: none"> Well-motivated, enthusiastic with a can-do attitude. 	✓	
<ul style="list-style-type: none"> Honesty and integrity. 	✓	
<ul style="list-style-type: none"> Good organisation and time management skills. 	✓	
<ul style="list-style-type: none"> To be a positive role model to our pupils. 	✓	
<ul style="list-style-type: none"> Be flexible and resilient in response to a changing educational environment. 	✓	
Equal Opportunities		
<ul style="list-style-type: none"> A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best. 	✓	
Safeguarding		
<ul style="list-style-type: none"> Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child. 	✓	
<ul style="list-style-type: none"> Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them. 	✓	
<ul style="list-style-type: none"> Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. 	✓	

Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.		
Health and Safety		
<ul style="list-style-type: none"> Aware of Health & Safety and Safeguarding as appropriate to role 	✓	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

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

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.