



## Caretaker (Band 3) (Primary Academy) Job Description

- Reporting to:** Headteacher with dotted line to Estates and Facilities Lead/Manager.  
The post holder will plan and prioritise own work without direct supervision.
- Liaising with:** Academy leadership, colleagues, external suppliers
- Grade and Salary:** SRS Band 3, NJC Scale Points 6 - 9
- Hours of work:** 37 hours per week, 52 weeks per year.  
A rota system will be in operation covering core hours Monday to Sunday, 5.45am to 10.00pm. The post holder will also be expected to attend out of hours emergency calls in respect to intruder/fire alarm activation.
- Location:** The post holder will be based predominantly at a designated Trust site, but will be required to work over multiple sites within the Trust, to support/cover holidays/sickness/lettings, etc.

### Job Purpose

To take day-to-day responsibility for the provision of efficient and effective caretaking support to the Academy, including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards set by the school, and that heating systems operate at optimum efficiency.

### Areas of Responsibility and Key Tasks

#### Line Management

- May line manage/co-ordinate site staff/Janitors to ensure:
  - Adequate cover for holiday periods.
  - Adequate cover for outside normal school hours.
  - Providing cover for emergency call-out.

#### Facilities Management

- Contribute to the annual planning and policy in relation to the school facilities.
- Monitor and record readings as appropriate for essential services, e.g. gas, oil, water, electricity.
- To assist and advise senior staff on matters relating to energy and conservation.



## Security and Safety

- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and report defects and malfunctions to the designated member of the Senior Leadership Team.
- To be responsible for maintaining the security of the premises and its contents, including monitoring the school's CCTV system.
- To clean light fittings replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- Remedial action after break-ins, for example boarding up broken windows, re-glazing small or large internal windows.
- Liaising with school management in relation to the formulation of risk assessments where applicable.
- Undertake risk assessments and COSHH procedures as appropriate.
- May be required to assist with fire evacuation procedures and ensure that the fire alarm system and on site appliances are fully operational.

## Maintenance and Cleaning

- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- In the event of a burst or leaking water pipe, the water supply should be turned off, spillage removed and furnishings cleaned.
- To carry out cleaning tasks (vacuuming, mopping, cleaning toilets/sinks, etc)
- Remove spillages and resultant stains from floors and other surfaces.
- To ensure that gullies, drains etc. are kept free from debris and that the school and ground are litter free. Litter bins are to be emptied and the contents disposed of on a daily basis.
- To be responsible for ensuring clear and safe pedestrian access to the school, particularly in adverse weather conditions (e.g. snow clearing, gritting).
- To dispose of waste material in a safe, hygienic manner ensuring that it is available for collection as required.
- May be required to drive the school minibus/and /or carry out weekly minibus maintenance checks.
- Carry out regular tests of the water systems (e.g. checking temperatures).



## Maintenance and Repair

### Painting and Decorating

- Temporary making good of colour wash e.g. when cabinets are moved, and the blotting out of graffiti. Making good paint work, e.g. touching up scratch damage. To undertake repairs, projects and redecoration tasks as appropriate.

### Joinery

- First line maintenance of fixtures and fittings. Minor repairs as a temporary measure after break-ins, vandalism etc. Minor repairs to fixtures and fittings such as replacing locks.
- Minor repairs to furniture, replacing door and window catches.
- Minor improvements such as the erection of small or large shelves, display and notice boards.
- Advice, and/or undertake, where appropriate renovation projects.

### Plumbing

- Unblocking sinks, traps and waste pipes. Adjustment and re-washing of taps. Stopping leaks.
- Liaison with contractors in relations to larger building maintenance projects.

## Resources

- To undertake portage tasks as required including setting up and clearing away furniture.
- Responsibility for replacement of paper towels, toilet rolls and soap in toilets and teaching areas e.g. Technology, Science, Art and Craft.
- To maintain appropriate records including intruder alarm log book and fire alarm book. To test alarm systems weekly and lighting when appropriate.
- To report emergencies in the case of faults with gas, electric and water supply to the designated member of the Senior Leadership Team or where not immediately available, Technical Services, and report minor faults on site to the designated member of the Senior Leadership Team.
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within



the post holder's area of responsibility. • Check availability of premises for letting and suitability of purpose on lettings applications. • May be required to attend Governors meetings to provide information.

### **Procurement**

- Ensure that Purchase Orders are placed on PSF or equivalent
- To control the provision of toiletry items including requisition, storage and distribution of such items.
- To monitor stock levels of consumable items such as grit, toiletries, light bulbs/tubes and cleaning materials for which the college is responsible and arrange to replenish supplies in accordance with current procedures.

### **Compliance (joint responsibility)**

Assist in programming and ensuring that the school is compliant in respect to Statutory Testing in line with the Governments Good Estates Management for Schools document. Recording all activities on the Every System or alternative compliance tracker (the list below is not exhaustive).

- Air Conditioning
- Asbestos
- Gas
- Fire
- Electricity
- Lifts
- LEV
- Water Hygiene
- DEC

### **Testing/inspections (joint responsibility)**

The post holder will be responsible for carrying out tests/inspections at a number of sites identified by the Trust. Recording on the Every system or equivalent compliance tracker.

- Water hygiene temperature/pushing testing
- Fire alarm testing
- Emergency light testing



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- General site safety inspections
- PAT testing

**Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

The St Ralph Sherwin Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust 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.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.



## Caretaker (Band 3) Person Specification

<b>A Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Good literacy and numerical skills	<b>Y</b>	
A full clean driving license	<b>Y</b>	
Attendance at courses related to cleaning, caretaking and/or health and safety		<b>Y</b>

<b>B Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Ability to use own initiative to manage own work effectively	<b>Y</b>	
Can proactively identify and solve building maintenance issues and general repairs	<b>Y</b>	
Ability to lift and carry items	<b>Y</b>	
Ability to follow and comply with instructions on equipment and/or materials usage	<b>Y</b>	
Ability to meet deadlines	<b>Y</b>	
Ability to work at height from ladders and access platforms	<b>Y</b>	
Ability to carry out health and safety checks and maintain relevant records	<b>Y</b>	
Ability to undertake appropriate administration in relation to materials, maintenance and inspection of systems		<b>Y</b>
Advanced DIY skills – use and care of hand and power tools		<b>Y</b>

<b>C Experience</b>		
Experience of caretaking or premises management, building cleaning or building management	<b>Y</b>	
Experience of effective line management		<b>Y</b>
A construction industry background		<b>Y</b>



Operation and maintenance of heating systems	<b>Y</b>	
Use of general cleaning equipment	<b>Y</b>	
Use of commercial site maintenance equipment		<b>Y</b>

<b>D Personal Qualities</b>		
Willingness to support Catholic life in schools	<b>Y</b>	
Ability to work well under pressure and managing competing priorities	<b>Y</b>	
Flexible interpersonal skills with an ability to communicate with diverse groups and individuals	<b>Y</b>	
Ability to self-evaluate and reflect	<b>Y</b>	
Able to adapt to changing circumstances and new ideas	<b>Y</b>	
Attention to detail	<b>Y</b>	
Ability to be respectful and promote equality of opportunity and diversity	<b>Y</b>	
Understanding of responsibilities of the Trust and schools in ensuring compliance with relevant safeguarding and data protection legislation	<b>Y</b>	