

Job Description

Post: Caretaker

Salary – A1 – A7 £16053 - £17866 FTE (actual pro rata £9174.90 - £10211.10)

Reporting to: Head Teacher

Accountable to: Head Teacher

Accountable for: Site apprentice

Hours of Work: 25 hours per week, to include evenings and weekends, term time only

Key Tasks:

1. To work on any Premises activities required by the Academy under the direction of the Head teacher and GMAT Site manager
2. To supervise the in house staff teams and liaise with contractors providing building, grounds, cleaning and catering services.
3. To supervise the running of the outdoor community sports & leisure facilities and liaise with the GMAT site manager on grounds maintenance and cleaning services.
4. To oversee a programme of outdoor sports activity, ensuring the safety of the users at all times and challenging negative behaviours by non-participants.
5. To build up trust and respect with the local community to ensure positive use of the facilities at all times.
6. Support a programme of proactive and responsive maintenance to the building and grounds
7. To ensure that facilities are set up according to user needs and act on user requirements.
8. To fulfil any additional related duties instructed by the Community Facilities Manager or Site Manager
9. To support the Academy in fully implementing relevant Academy policies and procedures to a high standard especially those relating to Health and Safety
10. To help ensure that the Academy is a safe, clean, hygienic and maintained working environment.

In addition to the above specific duties all staff are required to:

- Participate in Performance Review.
- Promote and implement equality and diversity.
- Comply with legislation and adhere to GMAT + MCPA'S policies and procedures.
- Have due regard for safeguarding and promoting the welfare of children and young people.
- Contribute to the fulfilment of Manchester Communication Primary Academy's vision, ethos and strategic plan.
- Participate in professional development and fulfil contractual obligations.



with you... for you... about you...

Manchester Communication Primary Academy

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- Attend appropriate meetings, both within the Academy and as appropriate to your role.
- Respect confidentiality. Confidential information should be kept in confidence and not released to unauthorised persons.
- Support day to day running of school with duties etc.

All responsibilities outlined in this job description are subject to review and change.

PERSON SPECIFICATION

JOB TITLE: Caretaker

CRITERIA Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable
Qualifications			
1	Good basic education to GCSE level in literacy and numeracy, or the equivalent	*	
2	Other relevant professional qualifications		*
Experience and Knowledge			
3	Experience of Sports/Leisure Industry and/or Site Management		*
4	Experience of working in a similar field in an Academy/school environment or similar and the ability to empathise with people from disadvantaged communities		*
5	Experience of assessing risk in any premises related situation	*	
6	Experience of handling finances	*	
7	Experience of ensuring premises security	*	
8	Experience of ensuring the day to day business continues within the requirements of all Health & Safety Legislation making the site safe and secure for all staff, students and visitors	*	

Competencies - Personal Qualities, Skills and Attitudes

9	Evidence of effective organisational skills	*
10	Ability to liaise, plan and co-ordinate with contractors	*
11	Good all round skills with regard to organisation and administration	*
12	Knowledge of Health and Safety	*
13	Knowledge of building maintenance	*
14	Good communication skills, both orally and in writing	*
15	Ability to respond to emergencies in a calm and professional manner	*
16	Ability to issue clear, concise instructions to contractors	*
17	Ability to communicate effectively and develop professional relationships internal and external colleagues	*
18	Ability to use Information and Communication Technology (ICT) to manage provision and maintain data	*
19	Ability to work effectively as a team member and team leader	*
20	Ability to reflect on own skills and knowledge, and to seek opportunities to develop	*
21	The imagination and creativity to contribute to the realisation of the Academy vision	*
22	The will to model the values of the Academy at all times and to generate a shared purpose	*
23	A commitment to community cohesion and social inclusion	*
24	Personal resilience and determination to achieve the highest standards for yourself and others	*