

**Education Trust South West**

**Job Description**

Maintenance Caretaker (Teign School)

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| Grade | Grade C  |
| Responsible to | TEI Site Supervisor |
| Hours of work | 37 hours per week, full time |
| Revision | 1.0-September 2021 |

**Main Purpose of the Post**

The Maintenance Caretaker is directed by and supports the Site Supervisor in delivering the operational management of the School buildings and grounds across the Trust. This post is initially based at Teign School but includes support to Rydon Primary School and also Kingsteignton School and also support the building and site maintenance of all the schools sites that ESW manages or supports.

Your direct reporting line will be to the Teign Site Supervisor.

Hours of work:

To work shifts on alternating weeks during term time:

The morning caretaker shift covers from 06:30 – 14:30 from Monday to Thursday and 06:30 – 14:00 on a Friday. These times may be varied to suit the business of the schools.

The evening caretaker shift covers from 14:00 – 22.00 from Monday to Thursday and 14:00 – 21.30 on a Friday. These times may be varied to suit the business of the schools.

During school holidays hours of work are generally between 07:00 and 18:00

**The scope of responsibilities includes:**

**Building Management**

Support the Site Supervisor in ensuring that the experience for staff, students and visitors using the School facilities is always at a high standard.

* Maintain the appearance of the Schools internally and externally; proactive raising of areas needing attention to the Site Supervisor
* Assist in Fire Evacuations, acting as Fire Warden
* Clearance of rubbish and management of waste across the site
* To be responsible for the full security of the premises and its contents, and to respond to emergency 24-Hour call outs and attend to emergency repairs and vandalism
* Ensure that the Health and Safety regulations, policies and procedures relating to site and grounds are fully observed
* Monitoring and testing of property compliance requirements e.g. fire, emergency lighting and legionella
* Undertake cleaning requirements as directed

**Maintenance**

Undertake maintenance, repair and installation works, for example:

* Painting and general redecoration.
* Repair of doors, windows, and general building installations.
* General installation: e.g. Shelving, display boards.
* Basic plumbing and electrical: e.g. leaks, blockages, changing bulbs, minor installation and repair.

**Grounds Maintenance**

Undertake grounds maintenance, quality and appearance, for example:

* Mowing, strimming, hedge cutting and general grounds maintenance. Weed killing
* Undertake repairs to or new installation of hard landscaping, e.g. paving, paths, fencing
* Care of all grounds equipment
* Keeping paths and site generally tidy, sweeping and clearing paths.

**Sport Facilities**

Maintenance of sports facilities to a high standard.

* Maintenance of the sports pitches
* Set-up of sports facilities, courts etc. to support the changing curriculum delivery
* Sports equipment maintenance and storage

**Furniture & Equipment**

Condition and organisation of general furniture and equipment.

* Inspection and repair of furniture
* Furniture removals, including set up for events, exams, converts and shows
* Portable Appliance Testing

**Deliveries**

Management of all deliveries.

* Direct assistance with respect to all deliveries, loading, unloading and checking
* Internal distribution of deliveries across the Schools

**Any other duties:**

* The nature of change and development in the Trust means requirements will change with time, and therefore the items listed above will change through time.
* The role is based at Teign School with responsibility also for the school site at Kingsteignton School and Rydon Primary School but you will be expected to be mobile to facilitate working in any school within the Trust as directed, where the operational need requires it.
* The role might require the individual to drive the students in Minibuses.
* Normal hours of work will be between 06:30 hrs and 22:00 hrs, early and late shifts are likely to alternate, but you will be expected to vary these hours if required to support the operations of the Schools ; you will have to cover for absence of the shift Maintenance Caretakers in the team.
* There will be periods during the year when Annual leave will not be permitted.
* Full clean driving licence required for driving of Trust maintenance vehicles and minibuses

**Expectations**

1. As appropriate, to the postholder’s duties must be carried out in compliance with the following:
* Trusts’ Equality Scheme
* Information Security Policies
* Financial Regulations
* Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
1. To work flexibly as required
2. To maintain confidentiality of the Trust’s affairs
3. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
4. To work at all times within Code of Conduct of the Safeguarding Policy
5. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

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| *This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the postholder’s professional responsibilities and duties.* |
| Signed:Chief Financial and Operating Officer | **Signed:**Postholder |
| Date: | **Date:** |

**Person Specification – Maintenance Caretaker**

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| **Skill/Experience** | **Essential** | **Desirable** |
| Maintenance | * Confidence and hands on maintenance experience to a minimum semi-skilled standard; able to use all general power tools
 | * Any skilled trade or related qualifications
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| Grounds | * Able to use mowers, strimmers, hedge cutters and all general garden/small grounds equipment
 | * Experience in grounds maintenance.
* Qualified Chain Saw operative
* Experience of maintaining external sports facilities
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| Customer Service | * Able to multi-task and adjust priorities to meet fluid operational requirements
 | * Experience dealing with customers
* Experience in the hotel and leisure sector
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| Working at Height | * Must have experience of using ladders, and at least a willingness to use scaffolding towers, and work on roofs (safety equipment and training provided)
 | * PASMA trained
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| Physical Fitness | * Must be physically fit and able; able to lift and move heavy equipment and deliveries.
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| **Qualifications** | **Essential** | **Desirable** |
| UK Driving License | * Full clean UK driving license – to drive Trust owned vans
* Access to your own personal vehicle may be required. The Trust provides insurance cover for the use of personal vehicles for business use and you can claim mileage excluding your commute to and from home.
 | * License to drive up to a 7.5 CWT truck
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| Health & Safety & Compliance |  | * Health & Safety/Compliance Qualifications
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| Working at Height/Scaffold Erection |  | * Working at Height certified qualification
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| English and Maths | Able to receive written instructions and compile simple progress reports | * Maths and English GCSE (or equivalent) at C grade or above
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| **Personal Qualities** | **Essential** | **Desirable** |
| Reliable | Pride and ownership |  |
| Nothing is too much trouble | People Person – able to direct, lead, accommodate, empathise and understand people; a sense of humour; engaging |  |
| Flexible | A flexible style, support the unexpected, solving the last minute crisis |  |
| Personal smart phone | * Access to your own personal smart phone to make and receive business calls. Where this is required you will be provided with a free ‘app’ so that your number remains confidential and calls are not charged to you.
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