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| **Post Title:** | **Caretaker** |
| **Job Purpose:** | The effective provision of caretaking, portering, cleaning and site maintenance routines and responding to emergencies relating to the site as required. Working under the direction of the Premises Manager, deliver caretaking services to all buildings forming the school site, ensuring a safe and secure environment.  Has responsibility for undertaking minor or temporary maintenance repairs. Driving a mini bus, car or vehicle may be required at some schools.  Be willing to work at others sites within the group as dictated by operational requirements |
| **Responsible to:** | Principal through the Premises Manager |
| **Responsible for:** | None |
| **Liaising with (Working Relationships):** | **Internally:**   * Facilities & Estates Team * Business Manager * Group Wide Community   **Externally:**   * Maintenance Contractors * Materials Suppliers * External Customers * Head of Facilities and Estates * Visitors |
| **Hours of Work:** | Full Time |
| **Grade and Range of Post:** | Scale E £18,426 - £19,171 pa |
| **Current Base:** |  |
| **Disclosure Level:** | This post is subject to an enhanced DBS disclosure. |
| **Main / Core Duties:** | Under the direction of the Premises Manager  **Security:**   * Carrying out security procedures for the school buildings and grounds. * Take action to prevent trespass on the premises, including patrols of site with checks on gates and fencing. * Set fire and intruder alarms and ensure all points of entry are properly secured outside school hours, and that all entry control systems, locks and catches to external doors and windows are maintained in good working order. * Ensure unauthorised parking of vehicles does not occur. * Routine and non-routine opening and closing and security of premises and grounds. * Act as a nominated key-holder and respond appropriately to alarm company, police call-outs and other emergencies outside normal working hours. * **Cleaning:** * Ensure the premises and furnishings are cleaned in accordance with the school’s standards/cleaning contract. * Order / restock any required cleaning materials/sanitary/janitorial products. * Litter pick, rubbish removal and recycling to be carried out efficiently and in timely manner. * Clear and clean after spillages, including bodily fluids, vomit etc., as required. * **Maintenance:** * Ensure that site is maintained and fit for purpose. * Carry out minor maintenance work and repairs. * Responsible for basic tools and equipment and report items, repairs, maintenance work that is required and is beyond the competence of the school site staff. * Check for and report material damage as appropriate. * Induct and direct contractors to sites of repair and maintenance work. * Inspect work of contractors and sign as complete where appropriate. * Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water available. * Carry out frost precaution procedures and grit where necessary. * Carry out procedures in event of fire, flood, breaking and entering, accident or major damage. * Ensure safe access in the event of snow or minor flooding or similar emergency situations. * Ensure all internal and external areas are free from litter. * Ensure drains and gullies are inspected and cleaned to ensure free flowing waste; dealing with blockages as necessary. * Ensure that caretaking and cleaning equipment is in a safe and working condition * Undertake occasional painting (of doors/small areas). * Report any repairs that require specialist assistance to the Site Manager. * Support the Site Manager in the managing of outside contractors on site while ensuring Safeguarding, Health & Safety and work specifications are complied with. * Support and assist with planned preventative maintenance inspections around site. * **Stock:** * Receive delivery of stock, materials etc. and ensuring appropriate storage. * Ensure adequate supply of fuel, light bulbs and janitorial and sanitary materials are available, placing orders as necessary. * **Lettings:** * Prepare for after-school activities and ensure accommodation is prepared for normal school use. * Undertake school lettings in accordance with the lettings procedures. * **Health & Safety:** * Undertake Contractor Inductions. * Weekly/Monthly Fire System checks: Alarm tests, Fire Drills, Fire Door Inspections, Emergency Lighting and Extinguishers, including record keeping where required. * Identify fire risks and reduce risks where identified. * Carry out Water Management checks and Legionella prevention duties, including shower head cleaning and water outlet flushing, as required. * Assist with any Health & Safety/statutory checks required around the school. * Carry out procedures in event of emergencies in line with the current policy. * Take turns at holding emergency out of hours’ phone and be available to respond at site in case of emergency. This may be a shared responsibility across the Group, covering other properties within the Group. * **Other:** * Undertake porterage of goods, furniture, equipment and other items including errands as required. * Logging and reporting as required. * At some schools support in the collection of animal feed may be required.  Drive school minibus.  * Comply with any reasonable requests of the Site Manager, or School Business Manager. * Ensure utility resources are used efficiently. * Take and record monthly utility meter readings. * Ensuring preparation of rooms as necessary for in-school activities and out of school activities. * Have own vehicle and full driving licence and be willing to cover Premise Officer duties at other schools within the Group. * Work together as a team with other Premise Officers and Site Managers within the Group to ensure maximum group effectiveness and efficiencies are achieved. |
| **Operational Planning:** | Work load will generally be organised through the Site Manager & Head of Estates. The Business Manger may also allocate work in the Site Managers absence. |
| **Service Provision:** | As above |
| **Service Development:** | To identify areas for improvement in the delivery of the caretaking, cleaning, property, grounds care and safeguarding functions  Provide suggestions to the Site Manager |
| **Staffing and Staffing Development:** | To attend training courses as requested by Site Manager and Head of Estates and Facilities. These courses will be usually be provided to improve an individual’s knowledge and improve competence in certain disciplines |
| **Recruitment / Deployment of Staff:** | All site team personnel need to be able work and support at other MAT schools if the requirement should arise. This will ensure emergency cover for all sites and support teams in completing tasks that require support. |
| **Quality Assurance:** | A PPM schedule will be followed in each school/academy that will ensure a strict structure and system to maintaining the estates, buildings and equipment. This will be followed by all site teams  All Health & Safety issues need to be reported and areas made safe as required.  Customer Care skills need to be good when caring with teachers, pupils and all visitors to site |
| **Management Information and Administration:** | Recording or work hours need to be logged through the sign in/out register and through the Site Manager  Any tasks that are allocated to you by the Site Manager need to completed efficiently and if recording of actions required these need to be logged in good time as per the Site Managers instructions |
| **Communications:** | To be responsible for all communications arising from the requests to Site Caretaking Issues  To attend all meetings identified by the Site Manager and Head of Estates and Facilities – both internal and external |
| **Marketing and Liaison:** | To support the Site Managers where individual trade skills can be shared between MAT schools so as to improve mutual support and save costs. Explore opportunities to share equipment and skills. E.g. towers.  If a Site Caretaker has a trade this can potentially be used to support a colleague. E.g. a Pasma certified caretaker could install a tower at another school and support changing bulbs (two man job) |
| **Management of Resources (Other than People):** | To manage the academy budget on a day-to-day basis  In liaison with MAT central as appropriate manage the academy procurement process in line with financial regulations  Responsibility for the safe use and safe keeping of Trust resources |
| **Corporate Responsibility:** | To abide by and implement all policies and procedures of MAT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures. |
| **Other Specific Responsibilities:** | To provide First Aid within the Academy  To support students with medical conditions as required.  To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.  To carry out all duties in the most effective, efficient and economic manner.  To continue personal development in the relevant area.  Participate fully with arrangements made in accordance with the Academy Trust’s Performance Management Policy.  Perform any other reasonable duties as requested by the Principal and MAT Business and QA Manager. |
| **Safeguarding:** | The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so. |
| **General Statement:** | This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. |
| **Date:** | March 2017 |