



## JOB DESCRIPTION

**Job Title:** Caretaker (with driving)

**Reports to:** Site Manager

### Main Duties & Responsibilities

The post will involve assisting with the overall day-to-day smooth running of the Academies site, be flexible in their approach and be able to work as part of a team. It must be recognised that certain aspects of other roles will need to be covered in the case of absence.

#### **Contract Maintenance:**

- To assist the Operations Manager and site team, when necessary, in obtaining quotes for any contracts as required

#### **Cleaning:**

- To assist the Operations Manager in ensuring that the cleaning staff maintain consistency in their work
- Some daily cleaning duties expected that will require the use of motorised cleaning equipment

#### **Health & Safety:**

- To assist in maintaining the health & safety of the site and ensure that it is fit for purposes for daily use both during the day and in the evenings meeting its legal obligation in accordance with the Health & Safety policy and related legislation.
- Report any concerns to the Operations Manager
- Offer advice if required to External Lets
- Testing of fire alarm and emergency lighting on a weekly basis

#### **Security:**

- Lock and unlock the school to suit curricular and non-curricular activities as required
- Key holder responsible for opening and securing the premises as required, and be primary emergency contact, 24 hours/7 days per week in accordance with rota set by operations manager.
- Monitor CCTV to record or view any incidents, as appropriate

#### **Repairs and Maintenance:**

- Act in effecting emergency works as required
- Carry out planned and emergency works when and where applicable

#### **General Site Duties**

- To ensure that the site looks clean, tidy and is fit for purpose
- To set up for out of hours lets as required
- To attend training when necessary
- Setting up of assemblies and exams when necessary
- Work with all site and cleaning team members supporting each other in covering all premises, caretaking, and cleaning duties across the entire site.

#### **Lettings**

- Support the drive to generate income from lettings, including showing potential hirers around the facilities and promoting their use; ensuring lettings can be staffed to the maximum extent possible; liaising with lettings customers during their periods of hire and doing everything possible to ensure events go smoothly and any issues are resolved as promptly as possible

### **Energy conservation**

- Support the Operations Manager in maintaining and servicing boilers and associated equipment, monitor heating and lighting usage to reduce energy wastage.

### **Resource management**

- Maintain furniture and equipment within financial delegations.
- Move, setup, remove and store furniture and equipment in support of academies activities and lettings.

### **Other duties**

- To drive the school's mini bus to collect/drop off students at other schools within the cluster
- Support the school's fire and emergency procedures by being familiar with the instructions, located in all teaching areas, for staff and pupils – and take appropriate action should the need arise.
- Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensuring that the school office is informed.
- Retain the confidentiality of all aspects of school life.
- Undertake such other duties as may be required from time to time commensurate with the level of the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Comply with all decisions, policies and standing orders of the Academy statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the General Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure

### **OTHER DUTIES**

The post holder may be required to perform duties other than those identified as key tasks in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases however where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

### **ADDITIONAL INFORMATION**

The post holder is required to comply with the dress code and uniform as stipulated from time to time, designed to ensure health and safety and hygiene requirements are met as well as to maintain a professional environment for students, staff and visitors.



**PERSON SPECIFICATION**

Essential Criteria	Desirable Criteria	Evidence
<p><b>Professional:</b></p> <ul style="list-style-type: none"> <li>• Flexible approach and willingness to help others</li> <li>• Experience of security issues</li> <li>• Experience from the building profession or a manual trade</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• IT knowledge and skills</li> <li>• Health &amp; Safety experience</li> <li>• Knowledge of COSHH/CLEEPS</li> </ul>	<p>Application Form Interview References Proof of Qualifications</p>
<p><b>Disposition/Attitude:</b></p> <ul style="list-style-type: none"> <li>• Ensure a professional and confidential attitude</li> <li>• Be proactive and react to problems that need a quick response</li> <li>• Be self-motivated whilst working within a team</li> <li>• Ability to effectively under pressure</li> <li>• Have a willingness to work shifts that include early starts, late finishes and weekends</li> <li>• Have a desire to further own training, showing enthusiasm and commitment to the post</li> <li>• Good written and verbal communication skills</li> <li>• Ability to prioritise and manage workloads while maintaining a flexible response to urgent requests</li> <li>• Good interpersonal skills and ability to work with staff and stakeholders at all levels</li> <li>• Organised with good attention to detail</li> <li>• Ability and willingness to travel regularly to locations within the Cluster</li> </ul>		<p>Application form Interview References</p>
<p><b>Commitment and other requirements:</b></p> <ul style="list-style-type: none"> <li>• Satisfactory Enhanced Disclosure with the Disclosure &amp; Barring Service (DBS)</li> <li>• Valid Driving Licence with D1 entitlement</li> <li>• Excellent attendance and time-keeping record.</li> </ul>		<p>Application form Interview References</p>