

Job Description

Establishment:	Arnold Hill Spencer Academy
Post Title:	Weekend Lettings/General Caretaker
Grade/Pay Range:	Point 1 - £7,715
Hours/weeks:	Part Time 16hrs, All Year Round - 52 weeks, Permanent
Reporting to:	Facilities Manager
Department/Team:	Site Team

Overall Purpose of Post

Responsible for a wide range of duties and responsibilities connected with the fabric and grounds of the School

The Academy is committed to working to best meet the needs of all students and therefore the successful candidate will demonstrate an interest and enthusiasm in supporting young people. The successful candidate will work towards fulfilling the Academy's commitment to a high quality of service and will promote and embody the Academy's ethos – “Be Inspired & Achieve Together”

Overall Responsibility

Specific responsibilities include the following which provides a working framework within which the post holder should exercise initiative and accountability:

SECURITY AND ASSOCIATED DUTIES

- Duties include
- Carrying out security procedures for School buildings and grounds.
- Opening and closing of School premises, including gates, doors, windows, fire exits etc., maintenance and emergency services.
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed.
- Liaising as necessary with the emergency services, including calling out of emergency services as required.

SICKNESS/ANNUAL LEAVE COVER

- Co-operate with other Caretaker to ensure emergency cover in the event of sickness or other absences including holiday leave.

DELIVERIES/POST

- Take delivery of post, stores materials and other goods.

FURNITURE MOVING.

- Move such items of School furniture as required, with due regard to current Health & Safety and Lifting & Handling regulations.

CLEANING

- Working with cleaning staff, ensuring all areas are cleaned to required specification.
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- EMERGENCIES - Some examples are:
- Clean sickness and spillages as required.
- Deal with or arrange to be dealt with all bursts, leaks, floods, fires and breakages as appropriate.

INTERNAL MAINTENANCE

- Report all defects which require specialist repair, inspect electrical fittings and report defects as required.
- Replace lamps and domestic fuses as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.
- Order and take delivery of materials to deal with repairs mentioned above.
- Carry out minor repairs to School equipment.
- Carry out minor works in order to improve the site.

EXTERNAL MAINTENANCE

- Maintain cleanliness and general tidiness of all external hard areas.
- Empty litter bins on a daily basis.
- Clean and clear all drains and gullies to ensure effective and healthy operation.
- Inspect outside fabric of School, report/repair defects as appropriate. Inspect all fences, gates, walls, steps, lights etc.
- Undertake designated gardening duties.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc.
- Pruning and clearance to ensure unrestricted access and use of premises includes perimeter fencing.
- Some gardening duties, mowing area at the front of the school, & weeding to keep area tidy.
- Carry out internal/external window cleaning where required.

This job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

Other duties

Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms. The post holder will be expected to be a First Aider. Training will be given.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding
- Participate in the Trust Appraisal process and undertake professional development as required
- Adhere to all internal and external deadlines
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role
- These above mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder:

Signature:

Date: