



Job Description

Job Title:	Caretaker
Location:	The South Nottinghamshire Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 6, Scale Points 28-32
Hours of Work:	37 hours per week All year round Shift patterns: currently 9am – 5pm and 1:30pm – 9:30pm
Holidays:	24 days plus statutory bank holidays
Responsible to:	Site Manager
Post Objective:	To provide caretaking support to the academy, ensuring the security and school facilities are maintained to a high standard

Main Duties and Responsibilities:

Site Security and Safety

- To assume key holder responsibilities, opening and closing the academy as and when required (including evening and weekend lettings for commercial functions).
- Ensuring the security of the premises and contents.
- Responding to intruder alarms and emergencies.
- Having awareness of Health and Safety issues to safeguard self and other users of the school.
- Carrying out Fire/Water safety checks as requested by Site Manager.
- Liaise with ground staff, security staff, contractors, as necessary.

Maintenance of the Academy Buildings

- Sharing responsibility for day to day maintenance of the buildings.
- General repair and maintenance as requested by the site manager.
- Painting and decorating as necessary.

- To undertake portage tasks as necessary such as setting out furniture for examinations/assemblies/evening functions.
- Prompt removal of graffiti.
- Ensuring external areas are clean and tidy.
- Clearing snow and ice as necessary.
- Assisting with delivery of equipment/supplies to designated areas.
- To organise and undertake on a pre-planned basis the stripping, resealing and polishing of floors, washing of walls and cleaning of furniture during the school holiday period.

Maintenance of Heating Systems

- Attending to the heating of the premises as necessary.
- Ensuring boiler plant equipment is properly cleaned maintained.
- Ensuring adequate supplies of fuel are maintained.

Cleaning

- Assist with the day to day cleaning of internal and external areas around school
- Ensure toilets and wash areas are maintained throughout the school day
- Assist with any first aid spillages as required
- Daily litter picking around the school site

General

- Deputising for the Site Manager as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an enhanced DBS clearance is required for this position.