



# The White Hills Park Trust

*A Culture of Excellence*

<b>Job Description:</b>	Caretaker
<b>Location:</b>	Florence Nightingale Academy
<b>Salary Range:</b>	Scale 3, Pts 5 to 7
<b>Value:</b>	£19,312 to £20,092
<b>Contracted hours:</b>	37 hours per week, AYR

## **GENERAL INFORMATION**

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

## **PURPOSE OF THE POST**

To undertake a range of caretaking duties to the agreed quality standards, including security, cleaning, portorage and maintenance of school sites and premises thereby ensuring a safe working environment. The Caretaker should show a commitment to the aims, policies, and ethos of the Trust and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

## **KEY AREAS:**

1. Responsibility for being a key holder.
2. Ensuring security of the premises together with its contents. Attending to the intruder alarms where applicable. Boarding up and making the buildings secure following acts of vandalism.
3. Attending to the heating of the premises and ensuring that the required temperatures are maintained. Ensure that the boiler plant equipment, heater cabinets, are cleaned and maintained and faults reported.
4. Liaison and supervision of contractors on site.
5. Giving adequate supervision and directive advice to cleaning staff where applicable. Maintaining the required records of timesheets, attendance records etc.
6. To assist, when necessary, officers of the department in dealing with matters concerning building maintenance and general site matters.

7. Cleaning of designated areas in the establishment including overhead kitchen canopies, removing graffiti from internal & external surfaces.
8. Carrying out portage duties as and when required.
9. Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains and gulleys, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises.
10. To be available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings.
11. In cases of emergency outside the working week e.g. intruders, fire, floods, etc be required to attend for such as required.
12. Responsibility for legionella testing & monitoring.
13. Monitoring and recording the condition of Asbestos.

### **Health and Safety:**

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety, and Welfare.

### **Safeguarding**

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during your duties and responsibilities. Your conduct at all times must be in accordance with the Trust and school policies and procedures.
- To report any concerns relating to the welfare and safety of children to the designated person, and the Head of School, or if unavailable the designated safeguarding governor or a member of the senior leadership team.
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibilities for safeguarding children in this school.

### **Continuing Professional Development**

- Reflection on own practice and private study and undertake any professional development necessary as identified in SIP.
- Maintain a professional portfolio of evidence to support performance management process.
- Participation in the Trust's staff appraisal programme
- Participation in appropriate in-service education programme

## Relationships

To be responsible to:

- The Head of School with Line Management through the office manager

To co-operate with:

- The Governing Body, making such reports as required
- All colleagues, both teaching and support staff
- LA, advisers and the school SIP Inspection teams
- Unions and other organisations representing teachers and other persons on the staff
- Feeder and receiving schools to ensure continuity and progression in the education of each pupil
- Persons and bodies outside the school to ensure that the school works in harmony with the community

To line manage the following staff:

- Cleaning Staff

This is a Multi-Academy Trust and the post holder may be required to hold a comparable post on another site within the Trust, if the situation arises.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. To provide flexibility and to meet the priorities of the Trust during times of peak work flow you will be asked to support other members of the Trust team undertaking duties that may be below your current grading.

The job description does not form part of the contract of employment.